DOCUMENT RESUME

ED 183 289 PS 011 280

AUTHOR	Reed, Lois J.; And Others
TITLE	Children Under the Umbrella: A Report on a Project to Develop and Demonstrate the Mechanisms Involved in Operating as a Sponsoring Organization for Nutrition Services in Day Care Centers in Louisville and Jefferson County, Kentucky.
INSTITUTION	Louisville and Jefferson County Community Coordinated Child Care, Ky.
SPONS AGENCY	Kentucky State Dept. of Education, Frankfort.
PUB DATE	Jul 79
NOTE	200p.
AVAILABLE FROM	Community Coordinated Child Care, 1355 South Third Street, Lousiville, KY 40208 ($5.00 for postage & handling)
EDRS PRICE	MF01/PC08 Plus Postage.
DESCRIPTORS	*Cooperative Programs; *Day Care Services; Early Childhood Education; Food; *Food Service; *Food Standards; Infants; *Nutrition; Parent Education; Preschool Children; Program Descriptions; *Program Improvement; Program Planning; Recordkeeping; Workshops
IDENTIFIERS	*Community Coordinated Child Care Program; Kentucky; Menu Planning

ABSTRACT

This program was developed by Community Coordinated Child Care (4-C) of Louisville and Jefferson County, Kentucky, to improve nutritional services to 2,146 infants and preschool children enrolled in fifteen area day care centers, by developing the role of a sponsoring organization and by developing standards of expectations for other sponsoring organizations under the Child Care Food Program (CCFP). Services offered to the day care centers included maintenance of CCFP records, menu consultation, a quantity buying program, nutrition education for day care center staff, kitchen planning assistance and implementation of infant feeding programs. Services were also offered to the Kentucky Division of School Food Services. These services included monthly monitoring of centers by 4-C, the provision of ongoing program management, the reimbursement of food services costs in one consolidated payment, and the presentation of nutrition education workshops to center staff. In each of these areas the project director attempted to educate and train day care personnel, children and parents. The report also deals with the problems encountered and how 4-C responded to each one in order to make its special developmental project successful. Supplemental materials such as CCFP forms, sample menus, quantity buying and a sample nutrition education module, are provided in the appendices. (Author/MP)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

ED183289

CHILDREN UNDER THE UMBRELLA

Child Care Food Program

PS 011280

KENTUCKY DEPARTMENT OF EDUCATION

CHILDREN
UNDER THE UMBRELLA

A REPORT ON A PROJECT TO

DEVELOP AND DEMONSTRATE THE MECHANISMS INVOLVED IN OPERATING AS

A SPONSORING ORGANIZATION FOR NUTRITION SERVICES IN DAY CARE

CENTERS IN LOUISVILLE AND JEFFERSON COUNTY, KENTUCKY

LOIS J. REED, R.D. - PROJECT DIRECTOR

ELIZABETH A. GREVER, R.N., P.N.A.

DEBORAH TURNER, 4-C CONTRACT COORDINATOR

This project was funded by the Kentucky Department of Education, Division of School Food Services.

Community Coordinated Child Care
of Louisville and Jefferson County, Kentucky
1355 South Third Street
Louisville, Kentucky 40208
1979

ABSTRACT

Community Coordinated Child Care (4-C) of Louisville and Jefferson County, Kentucky received a Special Developmental Project grant from the Kentucky State Department of Education, Division of School Food Services in April, 1977. The duration of the grant was two years.

The report is a detailed account of the activities and services offered by 4-C during the term of this grant period. Each chapter explains in detail the systems developed for each service to make it easier for organizations to duplicate the project.

The services provided by this project included Child Care Food Program record-keeping, menu planning, an infant feeding program, and nutrition education. In each of these areas the project director attempted to educate and train the day care personnel, children and parents.

The report deals with the problems encountered and how 4-C dealt with each one in order to make its Special Developmental Project successful.

ACKNOWLEDGEMENTS

As Project Director, I would like to take this opportunity to express my appreciation to those who contributed their time and energy to the success of this project. I am especially indebted to Deborah Turner, whose helpful guidance and interest in this project has been a constant source of inspiration. My special thanks goes to Aprile Lanier, who spent endless hours typing the report. I am particularly grateful to the following day care center directors who helped to make this project a success: Lynda Edwards, Carol Fulkerson, Sue Manakee, Carol Smith, Donna Sims, Julie Bobsin, Marty Edmonds, Marie Lewis, Joyce Martin, Bambi Flatt, Vivian Langfeld, Joyce French, Ann Lacy, Catherine Robinson, Joyce Harris, Shelia Neblett, Sarah Ball, Joyce Munro, Janice Purdy, Ruby Rice, Sister Ceciliana Skees, and John Davis.

Lois J. Reed,R.D.
Project Director

TABLE OF CONTENTS

PAGE

ABSTRACT i

ACKNOWLEDGEMENTS ii

TABLE OF CONTENTS iii

LIST OF TABLES v

LIST OF FIGURES vi

LIST OF APPENDICES vi

CHAPTER

1. DEVELOPMENT OF THE ROLE OF A SPONSORING ORGANIZATION IN THE CHILD CARE FOOD PROGRAM 1

   Introduction
   What Did 4-C Wish to Accomplish Through the Nutrition Project?
   What Services Were Provided?
   Who Was the Target Audience?
   Who Composed the Project Team?
   Summary

2. THE RECORD KEEPING RESPONSIBILITIES OF THE SPONSORING ORGANIZATION IN THE CHILD CARE FOOD PROGRAM 10

   What Record-Keeping is Required of the Sponsoring Organization?
   How Did 4-C Determine the Child Care Food Program Reimbursement?
   How Much Time is Needed to Administer the Child Care Food Program?
   Summary

3. THE 4-C MENU PLANNING PROGRAM COMPONENT 22

   The Importance of Menu Planning
   What Factors Are Involved in Menu Planning?
   Planning Menus for Young Children
   How Do You Evaluate Menus?
   What Was 4-C's Procedure for Menu Writing?
   How Did 4-C Evaluate the Menu Writing Program Component?
   Summary

PAGE

4. THE 4-C QUANTITY BUYING PROGRAM COMPONENT 39

Is Quantity Buying Needed?
What Are the Advantages of a Quantity Buying Program?
How Would a Sponsoring Organization Establish a Quantity Buying Program?
How Much Time is Required to Operate a Quantity Buying Program?
What Obstacles Were Encountered in the Quantity Buying Program?
Summary

5. THE FOOD SERVICE EQUIPMENT PROGRAM COMPONENT 52

Why Invest In Kitchen Planning and Equipment?
Where Can Day Care Centers Acquire Money for the Purchase of Kitchen Equipment?
What Are the Responsibilities of a Sponsoring Organization in Providing Technical Assistance in Kitchen Planning and Equipment Purchasing?
How Were Day Care Center Kitchens Evaluated?
Summary

6. THE SPONSORING ORGANIZATION'S ROLE AS TRAINER AND MONITOR 63

Why is Nutrition Education Important?
What Nutrition Education Was Offered?
Who Attended These Classes?
How Were Workshops Evaluated?
What Monitoring Was Required of the Program Centers?
Summary

7. THE 4-C INFANT FEEDING PROGRAM COMPONENT 69

How Should an Infant Feeding Program Be Established?
Summary

8. EXPLORING PROJECT SUPPORT THROUGH CENTER REIMBURSEMENTS 75

Formula Development
Formula Use
Formula Evaluation
Alternative Participation Calculation Methods
Converting the Project to Self-Supporting Status

9. FINDINGS AND CONCLUSIONS 82

10. SUMMARY 88

11. APPENDICES 96

LIST OF TABLES

TABLE PAGE

1. Number of Children Under Six Served by the Nutrition Project 5

2. Centers That Participated in the Developmental Nutrition Project 7

3. Determination of Actual Cost of Food Served 15

4. Determination of the Child Care Food Program Reimbursement by the Sponsoring Organization. 19

5. A Guide to the Amounts of Food for Different Age Groups 27

6. Fruits and Vegetables High in Vitamin A, Vitamin C, and Iron 29

7. Quality Evaluation by the Project Director of Center Menus Before and After the 4-C Demonstration Project 33

8. Comparison of the Average Scores of Each Day Care Center's Menus Before and After the Project 35

9. Comparison of the Average Score in Each Category of Menu Characteristics for the Day Care Centers Before and After the Project 36

10. Comparison of Project Meat Cost Increases to General Population Food Cost Increases 41

11. Comparison of Project Meat Costs to Meat Costs From Retail Outlets in February, 1979 42

12. Comparison of the Cost and Yield of Two Brands of Peaches 43

13. Example of Bid Reading Comparison 45

14. Evaluation of the Day Care Centers' Kitchens 57

15. Child Care Food Program Regulations for Infants 71

LIST OF FIGURES

FIGURES PAGE

1. Distribution of children under six by zip code and location of participating centers 6
2. Example of a Meat Specification 44

APPENDICES

A. Child Care Food Program (CCFP) Forms 96
 .Child Care Food Program (CCFP) - Agreement
 .Application for Participation
 .Site Information
 .Policy Statement
 .Management Plan
 .Family Size——Income
 .Record of Meals Served
 .Number of Free——Reduced——Paid
 .Expenditures for Direct Labor Costs
 .Record of Expenditures
 .Grocery Receipt Form
 .Inventory
 .Menu and Food Production Record
 .Report and Claim for Reimbursement

B. Sample Menus 97

C. Quantity Buying 98
 .Example of Newspaper Advertisement
 .Examples of Bid Request
  -Meat
  -Groceries
  -Formula
 .Meat Specifications
 .Grocery Specifications
 .Detailed Food Specifications

D. Food Service Equipment Forms 99
 .Food Service Equipment Assistance Data Sheet
 .Application, Claim and Agreement
 .Kitchen Equipment Specifications

E. Sample Nutrition Education Module 100

CHAPTER 1

DEVELOPMENT OF THE ROLE OF A SPONSORING ORGANIZATION IN THE CHILD CARE FOOD PROGRAM

Introduction

Community Coordinated Child Care (4-C) of Louisville and Jefferson County, Kentucky, is a private, non-profit Metro United Way member agency. 4-C is funded by Metro United Way, other donors, the State Department for Human Resources through Title XX, and a grant from the Louisville and Jefferson County Community Development Offices, and Louisville Jefferson County Manpower Consortium.

4-C has as its purpose the improvement of child care through planning, coordination, and education. Activities and services include coordination of contracts and services for eight day care centers receiving federal money, information and referral services for day care center placement and day care employment, collection of planning data, consultant services for child care, and development of community support. 4-C also houses the Lincoln Foundation Learning Resources Center, a lending library of early childhood materials.

Because of 4-C's interest and commitment to quality child care, a proposal was submitted to the Kentucky Department of Education in 1977 to become a sponsoring organization for the Child Care Food Program at multiple sites in Louisville and Jefferson County, Kentucky.

The goals of this project were to improve child care food program services to children in day care centers by developing the role of a sponsoring organization and by developing standards of expectations for sponsoring organizations under the Child Care Food Program. 4-C had learned from experience that the best way to maximize a child's potential is to educate those persons directly involved with the child's daily care. By educating the staff involved in the food service program, the children would be expected to benefit from increased knowledge about nutrition and to develop good eating habits at an early age before poor habits are established.

In April, 1977 4-C was awarded a two-year grant from the Kentucky Department of Education, Division of School Food Services to carry out the project. A maximum of fourteen day care centers and one family day care home having a variety of funding sources and staffing patterns were sought to participate in the project. Fifteen day care centers eventually participated in the project.

The grant period was from April, 1977 to April 30, 1979. During this time, the first three months were devoted to finalizing the proposal and recruiting the day care centers and family day care home to participate for the length of the project on a voluntary non-contract basis. By December, 1977, fourteen day care centers were in the project and participating in the quantity buying of meat and groceries. In November, 1978 a new center opened and joined the 4-C program. From September, 1977 to December, 1978, monthly classes on nutrition, food preparation, and sanitation were held for the food service workers. From July, 1977 until December, 1978, each day care center was monitored monthly by the project director. During this time, menus were reviewed, meal time was observed, recommendations for kitchen equipment were made, and nutrition was discussed with the children and the care-givers. The last four months of the project were devoted to collecting data, to preparing a final report, and recruiting additional centers. At the end of the project, a family day care home had not been recruited.

What Did 4-C Wish to Accomplish Through the Nutrition Project?

The goals of this project were to improve the nutrition of the children by improving child care food services in day care centers by developing the role of a Sponsoring Organization, and by developing standards of expectations for other Sponsoring Organizations under the Child Care Food Program (CCFP).

4-C had several objectives for the project. The following summarizes these:

Objective 1	To provide services as a sponsoring organization as outlined in Part 226.05 Child Care Food Program regulations of June 25, 1976, and amended to a maximum of fifteen (15) child care centers.
Objective 2	To implement cost-effective measures designed to assure continued financial support for the project.
Objective 3	To develop and /or test training modules to be used by other sponsoring organizations within the state.
Objective 4	To determine time and resource requirements needed to follow implemented procedures.
Objective 5	To set-up mechanisms to insure on-going coordination with existing local agencies (Dairy Council, Extension Service, Human Resource Division) providing nutrition-related services to children.
Objective 6	To prepare and publish a manual consisting of the project activities and accomplishments.

What Services Were Provided?

The following services were offered to the participating centers:

Training for food service personnel in the areas of nutrition, food preparation, sanitation and safety.

Nutrition training for care-givers.

Consultation in menu planning and food purchasing.

Implementation of a quantity buying program to reduce food costs.

Maintenance of all the Child Care Food Program records.

Technical assistance in planning efficient kitchens.

Implementation of an infant feeding program whereby all formula and food are provided by the center.

The following services were offered to the Kentucky Division of School Food Services:

All participating centers were monitored monthly by 4-C.

The State did business with one technical specialist rather than with 15 individual center operators.

Child Care Food Program reimbursements were handled in one payment rather than 15 individual payments.

Nutrition Education was provided monthly to the participating centers.

In the following chapters, each program component will be explained in detail.

Who Was the Target Audience?

The target audience for the project was infants and children, their parents, and the day care staff from 14 area day care centers, and one family day care home located in Louisville and Jefferson County, Kentucky.

During the project, 2,146 infants and preschoolers were served from several different income levels. Income levels were lower income: below $8,000/year; middle income: $8,000 to $25,000/year; upper income: over

$25,000/year. Forty-five percent of the children served were from lower income homes, 48 percent were from middle income homes, and 7 percent were from upper income homes.

The location of the day care centers is shown on the following map. Distribution of the children served is detailed by the key in Table 1. The list of participating centers is in Table 2.

TABLE 1

NUMBER OF CHILDREN UNDER SIX SERVED
BY THE NUTRITION PROJECT

Zip Code	Number of Children Under Age Six	Map Color Code
40210	425	⁜
40203	366	▦
40219	276	▨
40204	274	⁘
40202	254	▩
40206	153	▥
40215	136	⊞
40258	136	⌗
40208	126	≡

The area day care centers learned of the project either through the 4-C Newsletter or from day care directors who had decided to participate. Each center in the project agreed to participate on a voluntary, non-contract basis for the length of the project.

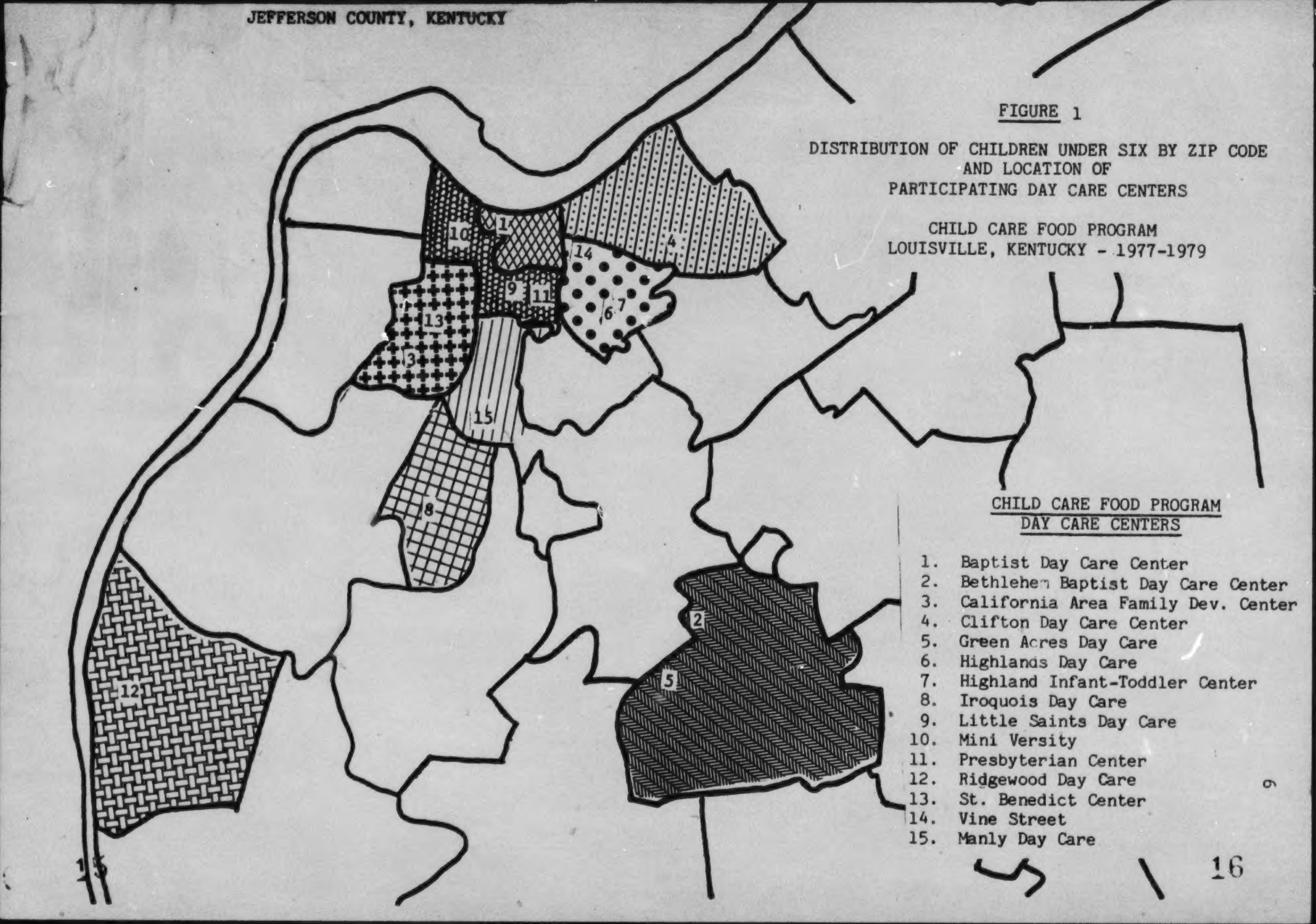

FIGURE 1

DISTRIBUTION OF CHILDREN UNDER SIX BY ZIP CODE AND LOCATION OF PARTICIPATING DAY CARE CENTERS

CHILD CARE FOOD PROGRAM
LOUISVILLE, KENTUCKY - 1977-1979

CHILD CARE FOOD PROGRAM
DAY CARE CENTERS

1. Baptist Day Care Center
2. Bethlehem Baptist Day Care Center
3. California Area Family Dev. Center
4. Clifton Day Care Center
5. Green Acres Day Care
6. Highlands Day Care
7. Highland Infant-Toddler Center
8. Iroquois Day Care
9. Little Saints Day Care
10. Mini Versity
11. Presbyterian Center
12. Ridgewood Day Care
13. St. Benedict Center
14. Vine Street
15. Manly Day Care

6

TABLE 2

CENTERS WHICH PARTICIPATED IN THE DEVELOPMENTAL NUTRITION PROJECT

Center's Name	Zip Code	Age Range of Children
Baptist Day Care Center	40202	2 months to 6 years
Bethlehem Baptist Day Care Center	40219	1 year to 5 years
California Area Family Development Center	40210	18 months to 6 years
Clifton Day Care Center	40206	10 months to 10 years*
Green Acres Baptist Day Care Center	40219	6 weeks to 9 years*
Highland Day Care Center	40204	6 weeks to 6 years
Highland Infant-Toddler Day Care Center	40204	6 weeks to 2 years
Iroquois Day Care, Inc.	40215	2 years to 6 years
Little Saints Day Care Center	40203	18 months to 6 years
Manly Comprehensive Child Care	40208	6 months to 6 years
Mini-Versity Day Care Center	40203	2 years to 5 years
Presbyterian Child Development Center	40203	6 months to 5 years
Ridgewood Baptist Day Care Center	40258	2 months to 9 years*
St. Benedict Center for Early Childhood Education	40210	6 weeks to 6 years
Vine Street Baptist Day Care Center	40204	2 years to 6 years*

*After School Programs Available

Six of the 15 centers received federal assistance through a program providing funds for day care services for families meeting Title XX of the Social Security Act guidelines, five were church-sponsored, three were sponsored by Community Ministry Programs, and one was sponsored by a Community Center.

Who Composed the Project Team?

Administrative Staff. Lois J. Reed, a Registered Dietitian and Project Director, provided consultative and technical assistance in menu planning, record-keeping, kitchen planning, purchasing, and workshops for food service personnel and care-givers.

Lucille Smith and Ramona Haire were responsible for preparation of the records necessary to obtain the Child Care Food Program reimbursements. Mrs. Haire was also responsible for inventorying each center monthly. 4-C fiscal staff prepared checks and provided overall cash management.

Secretarial assistance for the project was provided by Carol Dumas Paul during the first year, and Aprile Lanier during the second year.

Sheryl Ronald, a foods and nutrition major, aided the project by reviewing the record-keeping procedures in preparation for the 1979 State Child Care Food Program audit.

Leah Bennett, a graduate student in foods and nutrition, assisted the project director in preparing training modules for use in workshops.

Statistical assistance was provided by Dan McAdam, a M.B.A. candidate from the University of Louisville.

It should be pointed out that each staff person at 4-C provided some of their time and expertise to the project and thus became valuable assets to the project.

Site Staff. The staff at each center consisted of a director, caregivers, and food service personnel. Six of the centers also employed social service workers (parent coordinators).

Summary

The program described in the preceding pages was developed to improve nutritional services to 2,146 infants and pre-school children enrolled in 15 area day care centers, by developing the role of a Sponsoring Organization for multiple sites, and by developing standards of expectations for other Sponsoring Organizations under the Child Care Food Program. Services offered to the centers included: maintaining CCFP records, menu consultation, a quantity buying program, nutrition education for day care center staff, kitchen planning assistance and implementation of infant feeding programs. Services offered to the Kentucky Division of School Food Services included: monthly monitoring of centers by 4-C, the provision of on-going program management, the reimbursement of food service costs in one consolidated payment, and the presentation of Nutrition Education workshops to center staff.

In each of these areas the Project Director attempted to educate and train the day care personnel, children and parents. The project was directed by a dietitian with the assistance of a secretary, bookkeeper, and graduate students from the University of Louisville. 4-C staff provided administrative services and coordination with other projects.

CHAPTER 2

THE RECORD-KEEPING RESPONSIBILITIES OF THE SPONSORING ORGANIZATION IN THE CHILD CARE FOOD PROGRAM

The centers participating in the 4-C Nutrition Program were required to have a non-profit status, and be licensed by the Kentucky Department for Human Resources. As the Sponsoring Organization, 4-C was required to maintain on file at all times monthly and yearly food program records. Upon request, these records must be made available to the General Accounting Office, U.S. Department of Agriculture and the State Agency for Audit or Administrative Review. Chapter Two will discuss the records that must be maintained on file by the Sponsoring Organization. Also in this same chapter, an explanation of all forms used by the Sponsoring Organization will be provided to indicate how record-keeping was made easier and more efficient.

What Record-Keeping is Required of the Sponsoring Organization?

Yearly Records

Child Care Food Program Agreement (Ky.Form 17)
Application for Participation (Ky.17-1)
Individual Site Forms (Ky 17-2)
Policy Statement (Ky.17-3)
Management Plan (Ky.17-4)
Family-Size and Income Forms (Ky.)
Tax Exemption Statement
Copy of Each Center's License Renewal

Child Care Food Program Agreement. (Ky.17) This contract is an agreement made between the State Agency and the Sponsoring Organization. The State Agency agrees that, to the extent of funds available, it will reimburse the Sponsoring Organization for meals served to children at the day care centers. The Sponsoring Organization in turn agrees that it is responsible for the administration at the sites, it is a non-profit organization that has tax exempt status, the day care centers are licensed, and provide organized child care activities for the children. (See Appendix A).

Application for Participation. (Ky.17-1) The main portion of this form deals with the total food budget at all the sites. (See Appendix A).

Site Information. (Ky.17-2) The Sponsoring Organization must prepare a site information form for each center. This information informs the State of each center's name, location, director's name, operating hours, meals served, age range of children, expiration date of license, where the food is prepared, number of children enrolled in the program, and the number of food service personnel working in the program. (See Appendix A).

Policy Statement. (Ky. 17-3) This statement assures the Child Care Food Program Administering Agency in the state that all children are served meals at no separate costs, that the informational media has been given a public release announcing the policy above, and that claims for reimbursement will be made on the basis of enrolled children whose family size and income falls within the Secretary's Guidelines. (See Appendix A for examples of the Policy Statement, Public Announcement and Secretary's Guidelines).

Management Plan. (Ky.17-4) This plan explains the Sponsoring Organization's training program for the site personnel, describes the plan for monitoring each site, outlines the procedure for collecting information needed to prepare monthly food reimbursement reports, and explains the procedure used for determining the level of reimbursement to each site. (See Appendix A).

Family-Size and Income. (Ky.Form) The parent or guardian must submit an affidavit certifying the family size and income. The size and income is then checked in accordance with the Secretary's Guidelines and the child is placed in either the "free", "reduced", or "paid" category. Each category entitles the center to a certain reimbursement rate. During the project, each center was responsible for obtaining and maintaining these records.

Each month the family size and income record was updated, showing children enrolled and withdrawn from the center. When new information became known to the center director, updates were made in the files. For those centers choosing not to collect income data on enrolled children, the children were placed in the "paid" category. The 4-C office maintained on file a list of the last name of each child and the category into which (s)he had been placed. Income guidelines are changed yearly, therefore new income forms must be completed on each child at that interval.

This form will be further discussed in the section entitled, "Monthly Forms."

Tax Exemption Statement. Once this statement is obtained from each center, an update is not necessary since this statement and assigned number are issued only once.

Copy of License Renewal. The Sponsoring Organization is required to have a copy of each center's license renewal, since the Sponsoring Organization must sign an agreement yearly stating that each center is licensed. This information is usually available from the Department for Human Resources, or other official licensing agency.

Monthly Records

Record of meals served (Ky.17-9)
Number of Children in "Free", "Reduced", and "Paid" Category (4-C)
Labor Cost (4-C)
Inventory (4-C)
Monthly Food Costs (4-C)
Non-Food Costs (4-C)
Grocery Receipt Form (4-C)
Copy of all invoices
Record and Claim for Reimbursement (Ky.17-5)

Record of Meals Served. During the 4-C Nutrition Program, it was the responsibility of the food service worker to record the number of children and adults served breakfast, lunch, and snacks. Accuracy is very important since the number of meals served to the children determines the Child Care Food Program reimbursement rate. In fiscal year 1979, the State of Kentucky required that each participating day care center use only the State form in recording the number of meals served. This form was collected at the end of each month by the 4-C bookkeeper. (See Appendix A).

Number of Children in "Free", "Reduced", and "Paid" Category. As mentioned earlier, 4-C requested that each day care center be responsible for determining and updating the family-size and income of each child. Monthly changes including enrollments and withdrawals were reported to the 4-C bookkeeper. Since the Family-Size and Income forms were maintained at the day care centers, the State Agency requested that 4-C maintain an updated record of all the children's names participating in the program and their family income category. In the opinion of the project director, it is an inefficient use of time for the 4-C bookkeeper to prepare and update a list of all the children's names and the family size and incomes monthly since records could be easily obtained from the day care centers upon request.

Labor Cost. It is the responsibility of the Sponsoring Organization to report an accurate labor cost for each day care center monthly. Allowable labor costs include the food service workers' labor plus the time spent by the care-givers in serving the food and monitoring the meal time and the director's time for administration of the program.

Each month during the project, the 4-C bookkeeper was responsible for acquiring the labor costs. The amount of reimbursement for labor depended upon the number of children in attendance each day, the number of children in each category - "free", "reduced", or "paid", and the cost of the meals.

Inventory. One regulation of the Child Care Food Program is that an inventory be taken monthly at each day care center. Before 4-C became the Sponsoring Organization, none of the participating day care centers were taking inventories. The project director and bookkeeper spent many hours developing the inventory form which is in this manual. (See Appendix A).

Monthly Food Costs. The Child Care Food Program requires that day care centers claim for the cost of food served to the children, not the food purchased. In order to determine the actual food served, an inventory must first be taken. Table 3 explains how to determine the cost of the food served.

TABLE 3

DETERMINATION OF ACTUAL COST OF FOOD SERVED

Last month's inventory	$125
Food purchase this month	+ 560
Total food available	685
This month's inventory	- 98
Total food served this month	$587

Non-Food Costs. Items used in the preparation and service of meals, such as paper towels, napkins, plates, glasses, silverware, dish detergent, small kitchen appliances, and others, may be claimed by the day care centers for reimbursement. It is the responsibility of the Sponsoring Organization to see that each day care center turns in these invoices for reimbursement.

Grocery Receipt Forms. Centers purchasing food or non-food items from grocery stores must retain the receipts. The receipts must contain the name of the store and the date purchased, plus each cost must be explained and the ticket must be initialed. As the Sponsoring Organization, 4-C found it very difficult to retain the grocery tickets at the office since the centers needed these tickets for their audits. As a compromise, the centers kept the grocery tickets and turned in the grocery ticket form to the 4-C office monthly. The grocery ticket form in Appendix A was developed by the participating centers.

Copy of all Invoices. The Sponsoring Organization should request that vendors supply two copies of the invoices. One copy should be kept by the day care center and one copy should be maintained at the Sponsoring Organization's office. During the project, these invoices were collected at the end of the month by the 4-C bookkeeper.

Record of Expenditures. This form is used by the Sponsoring Organization to record each day care center's food, non-food, and labor expenses for the month. (See Appendix A).

Worksheet. This form is prepared by the food service worker daily. The worksheet explains the menu for the day, the serving size, the amount of food prepared, and the amount of food left over. The main advantage of the worksheet is that it compels each cook to learn the portion sizes required by the Child Care Food Program. The disadvantage is the time element involved in preparing this form. (See Appendix A).

Report and Claim for Reimbursement. (Ky.17-5). This form is completed at the end of each month and sent to the State Agency. A form was completed for each center participating in the program. The 4-C bookkeeper totaled all the centers claims and mailed in only one claim. The form includes the reimbursement rate levels for children, food service by type to children and adults, income to food program and program operating costs. It must be signed by the sponsor representative. (Details for preparation of this form and reimbursement determination follow this section).

How Did 4-C Determine the Child Care Food Program Reimbursement?

At the beginning of the project, the 4-C clerk typist was responsible for collecting the monthly forms from each day care center, taking inventory, and calculating raw food costs. The bookkeeper was responsible for preparing the reimbursement forms from the information tabulated by the clerk-typist. This procedure was followed for nine months until the bookkeeper resigned. Mona Haire, a foods and nutrition graduate, was then hired as the bookkeeper. Mrs. Haire became responsible for collecting the monthly forms, taking the inventory at each center, calculating the raw food costs, and preparing the Child Care Food Program reimbursement forms.

After the individual Child Care Food Program records were prepared, the bookkeeper totaled each report and prepared one form to be sent to the State Agency.

The following procedure was used by 4-C to determine individual reimbursement rates. First, the bookkeeper would determine the reimbursement rate of each day care center by using the State Agency's method. For example, Dot's Tots Day Care Center operated for 20 days in February and served 1581 breakfasts and 1656 lunches to children.

The bookkeeper reports to the State Agency on the Report and Claim for Reimbursement form the number of children in each of the three categories:

Number of children documented as free	11
Number of children documented as reduced	15
Number of children documented as paid	76
Total number of children	102

The bookkeeper determines the percentage of children in the three categories.

11 ÷ 102 = 11% free
15 ÷ 102 = 15% reduced
76 ÷ 102 = 74% paid

Percentages are rounded, but total cannot exceed 100%.

Dot's Tots Day Care Center reports 1581 breakfasts and 1656 lunches served in February. The bookkeeper applies claiming percentages to total number of breakfasts and lunches served.

11% of 1581 = 174 free breakfasts
15% of 1581 - 237 reduced breakfasts
74% of 1581 = 1170 paid breakfasts

11% of 1656 = 182 free lunches
15% of 1656 = 248 reduced lunches
74% of 1656 = 1126 paid lunches

The number of breakfasts and lunches served is then multiplied by rates established for the three categories.

174 free breakfasts x .4450 = $ 77.43
237 reduced breakfasts x .3650 = 88.51
1170 paid breakfasts x .1275 = 149.18

182 free lunches x 1.0100 = $183.82
248 reduced lunches x .9100 = 225.68
1226 paid lunches x .2950 = 361.67

Maximum Reimbursement for Breakfasts	$ 313.12
Maximum Reimbursement for Lunch	+ 771.17
Total Maximum Reimbursement	$1084.29

This calculation is done with each of the 14 day care centers.

When the check is sent to the Sponsoring Organization, the secretary must determine the amount of money which is to be allocated to each of the 15 day care centers. The amount of the maximum reimbursement for each center is first divided by the total maximum reimbursement.

Center A - Maximum Reimbursement	$ 1062.69
Total Maximum Reimbursement	$13210.28

Through the above calculation, it is determined what percentage of the check sent to the Sponsoring Organization is designated to Center A in Table 4.

This percentage is then multiplied by the amount of the check, thus determining the amount of money to be sent to Center A.

.073 x 12735 = $929.66

The above calculations are then completed for each center.

TABLE 4

DETERMINATION OF THE CHILD CARE FOOD PROGRAM REIMBURSEMENT BY THE SPONSORING ORGANIZATION

CENTER	TOTAL MAXIMUM REIMBURSEMENT	PERCENTAGE	AMOUNT OF CHECK
Baptist	928.07	.073	929.66
Bethlehen	420.29	.033	420.26
California	1083.00	.085	1082.46
Clifton	609.74	.048	611.28
Green Acres	666.16	.053	674.96
Highland	623.86	.049	624.02
Little Saints	1094.05	.086	1095.21
Manly	829.86	.065	827.78
Mini Versity	910.97	.072	916.91
Presbyterian	1800.37	.142	1808.37
Ridgewood	901.73	.071	904.19
St. Benedict	1973.97	.155	1973.92
Vine Street	862.22	.068	865.98
	12704.29**	1.000	12735.00*

*Amount of check sent to the office of the Sponsoring Organization

**Difference in total maximum reimbursement determined by Sponsoring Organization and amount of check sent by State varies due to the fact that the State computer is retro-active when reimbursement increases are given.

How Much Time is Needed to Administer the Child Care Food Program?

In July, 1977, 4-C became the Sponsoring Organization for 11 day care centers. During the first month as a sponsor, it took the project director, clerk-typist, and bookkeeper a combined total of 68 hours to take inventory, calculate the actual food cost, and prepare the Child Care Food Program reimbursement forms. After nine months, 14 day care centers were participating in the program and the total time needed for preparation of the Child Care Food Program records decreased to 40 hours. As stated earlier, Mrs. Haire, bookkeeper, joined the project in April, 1978. The first month, it required 32 hours to prepare all the necessary forms. By the second month, Mrs. Haire had reduced the total time to 28 hours or two hours per center. At the end of the project, 15 day care centers were participating in the project and it still required the bookkeeper 30 hours to prepare the Child Care Food Program forms.

Summary

Centers participating in the Child Care Food Program must have a non-profit status and be licensed by the Kentucky Department for Human Resources. Both monthly and yearly records must be maintained on file at the office of the Sponsoring Organization.

These records include:

Yearly

- Child Care Food Program Agreement
- Management Plan
- Policy Statement
- Application for Participation
- Individual Site Forms
- Family Size and Income Forms
- Tax Exemption Number
- Copy of Centers' License Renewal

Monthly

- Daily Meal Count
- Reimbursement Category
- Labor Cost
- Inventory
- Monthly Food Costs
- Non-Food Costs
- Grocery Ticket Forms
- Copy of all Invoices
- Record of Expenditures
- Work Sheets

The project director, assisted by the clerk-typist, and bookkeeper, coordinated a workable system for taking inventory at each center, calculating food costs, and preparing the Child Care Food Program reimbursement forms. At the beginning of the program, it took six hours per center to initiate the record-keeping system. Eleven months later, the total time had been reduced to two hours per center. At the end of the project, two hours was still needed to efficiently complete the system.

As the Sponsoring Organization under the Child Care Food Program, 4-C improved the record-keeping system that was required by law. Under this system, all food program records were kept current and were retained at one location. Since the 4-C bookkeeper was responsible for the preparation of the Child Care Food Program reimbursement forms, each director was freed of this responsibility. In addition, 4-C was a liaison between the centers and the State.

Appendix A contains forms which will be helpful to new Child Care Food Program sponsors.

CHAPTER 3

THE 4-C MENU PLANNING PROGRAM COMPONENT

The Importance of Menu Planning

Good menu planning is required to serve appetizing, moderately-priced meals. Such planning should take into account an understanding of the children's nutritional needs, should involve careful management of time and money, and should employ imagination and variety. Through menu planning, the director or food service manager can implement what he/she has learned about the principles of nutrition.

What Factors Are Involved in Menu Planning?

It is the opinion of the project director that money, time, energy, knowledge, skills, and abilities influence the types of food prepared at the day care centers.

The amount of money allocated in the day care budgets for food varies from center to center. The type of meals planned will be influenced by the food and the labor costs to the day care center's budget. In addition, the type of menu planned depends upon the amount of time the cook is at the center. For example, a center which employs a cook for three hours a day cannot be expected to prepare as complicated and varied a menu as a center which has a cook for eight hours daily.

Adequate kitchen equipment can greatly reduce the amount of time and energy that is required to prepare the food and, concomitantly, can save the day care center money.

Knowledge of nutrition principles and food preparation as well as development of preparation skills can expedite the menu planning process. Sound menu planning involves consideration of a number of other factors: purchasing, facilities for preparation and storage, and meal service. These factors will be discussed in detail in later chapters.

Planning Menus for Young Children

Menu planning presents two major challenges: to provide the best possible meals at a minimum cost, and to help children learn to eat well and accept a wide variety of foods. The planning of attractive meals is both a science and an art. Creative menu planning calls for originality and imagination. The director or food service manager should begin by planning the breakfast, lunch, and snacks according to the Child Care Food Program Regulations. These meals and snacks must contain, as a minimum, the components shown in Table 5.

Menus should be planned in advance. Seasonal, monthly menus are an important basis for assuring provision of a variety of foods, reducing the time spent in menu writing, controlling food costs, and effectively using employees' time and skills. When writing menus, the following points should be considered:

Include a Wide Variety of Foods from Day to Day. Avoid using the same foods on consecutive days, for example, spaghetti with meat sauce on Monday and meatloaf on Tuesday. The same food should not be served on the same day each week, for example, each Friday should not be "hot dog" day. Plan lunches around a meat such as chicken, a casserole, or a sandwich and soup.

Include Different Forms of Food Prepared in Different Ways. Two foods should not be prepared in the same way in the same meal, for example, a casserole dish and a creamed vegetable. Prepare foods in a variety of ways, for example, vegetables can be served raw or cooked, peeled or unpeeled, buttered or creamed and varied with different seasonings.

Include the Food Combinations Most Acceptable to Children. Include a small amount of a new or unfamiliar food. For example, serve hamburgers and french fries occasionally, but add a small serving of an unfamiliar or less popular food such as fresh beets or broccoli.

Include Foods with Different Sizes and Shapes. Avoid using all chopped or diced foods in one meal such as cubed beef, diced potatoes, diced carrots, and fruit cocktail, or a meat casserole, tossed salad, and mixed fruit cup at the same meal.

Serve Foods Children Can Manage Easily Such as Bite-Size Pieces. Serve finger foods. For example, serve vegetable sticks, wedges of fresh fruit, and cheese and meat strips.

Use Crisp, Firm Foods with Soft, Creamy Ones. Use something crisp or firm at least once a day. For example, use a garden salad, vegetable sticks, or fresh fruit wedges. Avoid serving too many starchy foods at the same meal, for example, potatoes and corn, rice and lima beans, or pork and beans and corn at the same meal.

Use a Combination of Mild Flavors with Strong Flavors. Foods with pronounced flavors should not be served, for example, broccoli as one vegetable and cauliflower as the other vegetable. Avoid using two foods of the same flavor together, for example, sliced tomatoes with spaghetti and tomato sauce, or macaroni and cheese with pineapple and cheese salad.

Use Combinations of Colors That Blend Well. Consider the color of the dishes as well as the color of the food. Use at least one colorful food at each meal. The natural red, green, and orange of vegetables and fruits add eye appeal. Avoid adding color to a meal by coloring the food artificially.

Food Habits. Plan menus that cater to the regional and personal food preferences of children. However, include "new" or less popular foods with well-liked or familiar ones.

Special Occasions. Plan meals that have a festive air for holidays, children's birthdays, and parents' visiting days.

Seasonal Changes. The lunches planned should include more hot foods in cold weather and more cold foods and salads in warm weather. Plan lunches that include fresh fruits and vegetables "in season", such as plums and watermelon in summer and apples and oranges in winter.

How to Plan Menus

STEP 1

PLAN THE MEAT AND/OR MEAT ALTERNATE MAIN DISHES FOR THE ENTIRE PERIOD.

Plan to use a variety of main dishes during the month. For example, in each four week period, plan to meet the requirements by serving:

poultry	once a week
pork	once a week
beef	once a week
fish	once a week
meat alternate in combination with a meat.	once a week

Include a meat and meat alternates that are a good source of iron frequently.

STEP 2

CHOOSE THE VEGETABLE AND FRUITS

Plan vegetables and fruits that "go well" with the main dish and each other.

Use a different combination of two vegetables or one vegetable and one fruit at lunch. Include various forms of vegetables and fruits - raw or cooked, fresh, canned, frozen, dried.

Include vegetables and fruits that are sources of:

Vitamin A . . . . at least once a week

Vitamin C . . . . everyday

Iron. . . . . as frequently as possible

(The fruits and vegetables that are high in Vitamin A, C, and Iron are outlined in Table 6).

STEP 3

SELECT A VARIETY OF BREADS

Use an enriched or whole-grain bread at each lunch.

Plan to use a different kind of bread each day. For example, include white bread, wheat bread, rye bread, rolls, biscuits, cornbread, muffins, or nut bread.

STEP 4

INCLUDE MILK

Use whole or lowfat milk with each lunch. The Child Care Food Program also allows skim milk to be used. In the opinion of the writer, skim milk should not be offered to children because it does not contain the essential fatty acids children need.

Also, it is best not to use chocolate milk at meal time since the sugar in the milk curbs the appetite and reduces the amount of food the child will eat.

TABLE 5

A GUIDE TO THE AMOUNTS OF FOOD FOR DIFFERENT AGE GROUPS
CHILD CARE FOOD PROGRAM

Meal Patterns	Children 1 up to 3 years	Children 3 up to 6 years	Children 6 up to 12 8/
BREAKFAST			
Milk, fluid 1/	1/2 cup	3/4 cup	1 cup
Juice or fruit	1/4 cup	1/2 cup	1/2 cup
Bread or cereal, enriched or whole-grain 2/			
Bread, or	1/2 slice	1/2 slice	1 slice
Cereal	1/4 cup 3/	1/3 cup 4/	3/4 cup
MID-MORNING OR MID-AFTERNOON SUPPLEMENT			
Milk, fluid 1/; or juice; or fruit; or vegetable	1/2 cup	1/2 cup	1 cup
Bread or Cereal, enriched or whole-grain 2/			
Bread, or	1/2 slice	1/2 slice	1 slice
Cereal	1/4 cup 3/	1/3 cup 4/	3/4 cup
LUNCH OR SUPPER			
Milk, fluid 1/	1/2 cup	3/4 cup	1 cup
Meat and/or meat alternate 5/			
Meat, poultry, or fish, cooked 6/	1 ounce	1-1/2 ounces	2 ounces
Cheese	1 ounce	1-1/2 ounces	2 ounces
Egg	1	1	1
Cooked dry beans or peas	1/4 cup	3/8 cup	1/2 cup
Peanut Butter	2 tablespoons	3 tablespoons	4 tablespoons
Vegetables and fruits 7/	1/4 cup	1/2 cup	3/4 cup
Bread, enriched or whole-grain 2/	1/2 slice	1/2 slice	1 slice

---

1/ Includes whole milk, lowfat milk, skim milk, cultured buttermilk, or flavored milk made from these types of fluid milk which meet State and local standards.
2/ Or an equivalent serving of an acceptable bread product made of enriched or whole-grain meal or flour.
3/ 1/4 cup (volume) or 1/3 ounce (weight), whichever is less.
4/ 1/3 cup (volume) or 1/2 ounce (weight), whichever is less.
5/ Or an equivalent quantity of any combination of foods listed under meat and meat alternates.
6/ Cooked lean meat without bone.
7/ Vegetables and fruits: Must include at least two kinds.
8/ Age 12 and over: Adult-sized portions based on greater food needs of older boys and girls.

SOURCE: Menu and Quantity Planning Workbook - Kentucky Department of Education

STEP 5

ADD DESSERTS AND OTHER FOODS AS NEEDED

Include desserts and other foods such as rice, noodles, and macaroni, to help meet the child's need for additional calories and other nutrients.

Serve richer desserts such as pudding and fruit cobbler on days when the lunch is light.

TABLE 6

FRUITS AND VEGETABLES HIGH IN VITAMIN A, VITAMIN C AND IRON

FRUITS	VITAMIN A	VITAMIN C	IRON
Apple (canned)	X		
Apricots	X		
Berries			X
Cantaloupe	X	X	
Cherries, red sour	X		
Dried fruits-dates, apricots			X
Figs		X	
Grapefruit juice		X	
Grapefruit		X	
Honeydew		X	
Nectarines		X	
Oranges		X	
Orange juice		X	
Peaches	X		
Plums, purple	X		
Prunes	X		
Raisins			X
Rhubarb			X
Strawberries		X	
Tangerines		X	
Watermelon		X	
VEGETABLES			
Asparagus	X	X	X
Beans - green, wax, lima			X
Broccoli	X	X	X
Brussel sprouts		X	X
Cabbage		X	
Carrots	X		
Cauliflower		X	
Chili peppers	X	X	
Collard		X	X
Kale	X	X	X
Mixed vegetables	X		
Okra		X	
Peas and carrots	X		
Peas, green			X
Peppers, sweet		X	
Potatoes, white		X	
Pumpkin	X		
Spinach	X	X	X
Squash - winter	X		
Sweet potatoes	X	X	X
Tomatoes	X	X	X
Tomato juice, paste, or puree	X	X	X
Turnip greens	X	X	X
Turnips		X	
Vegetable juice	X		

How Do You Evaluate Menus?

After the menus have been planned, check them against the questions below:

- Do the meals meet the Child Care Food Program requirements?
- Do the meals meet the nutritional goal?
    - Is a vitamin A vegetable or fruit included at least once a week?
    - Is a vitamin C vegetable or fruit included everyday?
    - Are several foods high in iron included frequently?
- Are the combinations of foods acceptable to the children?
- Do the meals include a balance of color, texture, shape, flavor and temperature?
- Are the children familiar with most of the foods served?
- Is a popular food planned at a lunch which includes a "new" or less popular food?
- Are special foods included for holidays and birthdays?
- Are foods varied from day to day?
    - Are different kinds and forms of foods included?
    - Are seasonal foods included?
    - Have "new" foods been included?
- Can meals planned be prepared and served in the time available?

What was 4-C's Procedure for Menu Writing?

At the beginning of the project, it was the opinion of the Project Director that the Sponsoring Organization should be responsible for writing a seasonal set of menus for all the day care centers. This theory could easily be justified. First, by the Project Director planning the menus, the raw food cost would be controlled, and second, the State would be assured that the menus would be nutritional, as well as meet the Child Care Food Program requirements. However, it was discovered during the three-month visitation period that the children at each day care center had specific cultural and regional likes and dislikes that were different from children at any other center. After observing these differences, it was felt by the Project Director that each center should be allowed to plan its own menus with consultative assistance being provided from the Sponsoring Organization.

This assistance was first provided by 4-C in the form of two workshops that were designed for the directors and food service workers. The goal of conducting these workshops was to provide the day care directors and food service workers with guidelines for menu planning so that if this demonstration project ended after the grant period, each center would have been instructed in how to plan menus that were well-liked by the children, nutritious, within the budget, and planned around the Child Care Food Program regulations. The first workshop was designed to familiarize the directors and food service personnel with the meats that could be purchased through the quantity buying program. Also, a list of the various ways the meats could be prepared was devised by the participants. The next workshop emphasized menu writing techniques which were discussed previously. During the workshop, each participant actually planned menus and received individual consultation from the project director. The project director explained the advantages of cycle menu writing. Nine of the 14 centers decided to try cycle menu writing. For the next 12 months, the project director conducted monthly menu consultations with day care centers. During these consultations, the project director discussed with the director any necessary changes that should be made in the menus.

Justifiable changes include:

- changing menu to reduce raw food cost
- changing menu to provide more variety
- changing menu to increase eye appeal
- changing menu to include the food likes of the children
- changing menu to meet Child Care Food Program requirements

During the menu consultation, the previous month's menus were reviewed. The menus for the current month were reviewed by the project director at the invitation of the director to assess the need for changes in content.

How Did 4-C Evaluate the Menu Writing Program Component?

A rating system was established to evaluate the performance of the 14 day care centers as seen in Table 7. This system allowed the day care centers to be ranked relative to each other, and it provided a means of quantifying each day care center's improvements made after having participated in the 4-C nutrition project.

The system was devised in the following manner:

1. Three classifications were decided upon:
    a. above average - meets all requirements, outstanding or exceptional
    b. average - meets all requirements, acceptable
    c. below average - does not meet the requirements
2. Numerical values were assigned to the categories:

above average	1
average	2
below average	3

3. Scores were then established based on a weighted average method.

TABLE 7

QUALITY EVALUATION BY THE PROJECT DIRECTOR OF CENTER MENUS BEFORE AND AFTER THE 4-C DEMONSTRATION PROJECT

CENTER ______________________________

PHYSICAL CHARACTERISTICS	(1) ABOVE AVERAGE	(2) AVERAGE		(3) BELOW AVERAGE		
	Before Project			After Project		
Meets CCFP requirements	1	2	3	1	2	3
One Vitamin A vegetable or fruit included weekly	1	2	3	1	2	3
Vitamin C vegetable or fruit included daily. (2 vegetables or fruits lower in Vitamin C)	1	2	3	1	2	3
Are foods high in Iron included?	1	2	3	1	2	3
Color	1	2	3	1	2	3
Texture	1	2	3	1	2	3
Shape	1	2	3	1	2	3
Flavor	1	2	3	1	2	3
Temperature	1	2	3	1	2	3
Are new foods introduced?	1	2	3	1	2	3
Are special foods included for holidays and birthdays?	1	2	3	1	2	3
Are seasonal foods used?	1	2	3	1	2	3

The evaluation consisted of reviewing October, 1977's menus and comparing them to the menus written in September, 1978. The centers' menus were scored based upon the 12 different characteristics which were discussed in detail in the previous section. Each of the characteristics was explained to the directors and food service workers during the workshops and also again during individual menu consultation sessions conducted by the project director.

Results. At the beginning of the 12-month period, the average score on menu status for the centers taken collectively was 2.18, or slightly less than "average." A second evaluation taken at the end of the period indicated a score of 1.64, or slightly above average as shown in Table 8. Therefore, the centers experienced, on the average, an improvement of 27 percent in their menus.

TABLE 8

COMPARISON OF THE AVERAGE SCORES OF EACH DAY CARE CENTER'S MENUS BEFORE AND AFTER THE PROJECT

Totals, All Categories

CENTER	BEFORE	AFTER	CHANGE	% IMPROVEMENT
A	2.42	1.90	.52	26%
B	2.50	1.75	.75	38%
C	1.33	1.16	.16	8%
D	2.83	1.75	1.08	54%
E	2.58	1.83	.75	38%
F	2.50	1.33	1.16	58%
G	2.08	1.75	.33	17%
H	1.75	1.50	.25	13%
I	2.58	2.58	.00	0%
J	1.50	1.42	.08	4%
K	2.33	1.67	.67	34%
L	2.08	1.25	.83	42%
M	1.16	1.16	.00	0%
N	2.83	2.00	.83	42%
Average Total	2.18	1.64	.53	27%

The above centers were listed at random.

Table 8 points out that 12 of the 14 day care centers made menu improvements during the 4-C Nutrition Project. The menus ranged in improvements from 4 percent to 58 percent. Two of the 12 centers made exceptional improvements due to the willingness and interest of the directors. The other two day care centers had no change in their menus over the two-year period. The reason for this latter circumstance was that one of these centers had above average menus before participation in the project; the other center's director did not see a need for menu change.

Table 9 points out the improvements that have been made in the menu characteristics by categories. For example, on a scale of 1 to 3, the vitamin A content of the center's menus has increased from 2.00, "average" to 1.43, "above average". This represents a relative percentage increase of 20 percent.

TABLE 9

COMPARISON OF THE AVERAGE SCORE IN EACH CATEGORY OF MENU CHARACTERISTICS FOR THE DAY CARE CENTERS BEFORE AND AFTER THE PROJECT

Totals

CATEGORY	BEFORE	AFTER	NET CHANGE	% IMPROVEMENT
Vitamin A	2.00	1.43	.57	20%
Vitamin C	1.93	1.57	.36	12%
Iron	2.36	1.79	.57	19%
Variety	2.28	1.50	.79	16%
Color	2.07	1.71	.36	12%
Texture	2.14	1.79	.36	11%
Shape	2.00	1.64	.36	12%
Flavor	2.07	1.71	.36	12%
Temperature	2.07	1.71	.36	12%
New Foods	2.36	1.50	.86	29%
Special Foods	2.43	1.71	.71	24%
Seasonal Foods	2.43	1.71	.71	24%

SUMMARY

Good menu planning requires an understanding of children's needs, careful management of time and money, and imagination on the part of the director or food service manager. Money, time, energy, knowledge, skills, and abilities influence the types of food prepared at day care centers.

When planning menus for children, plan to include a variety of foods prepared in different ways. Include food combinations acceptable to children, foods that are easily managed, combinations of mild flavors with strong ones, and colors that blend well. Consideration in menu planning should be given to the food habits of the children, special occasions, and seasonal changes as well.

The steps needed to plan menus are:

1. Plan the meat and/or meat alternate.
2. Choose the vegetables and fruits.
3. Select a variety of breads.
4. Include milk.
5. Add desserts and other foods as needed.

Because each center expressed specific cultural and regional preferences, it was decided that each center should individually plan its own menu with consultative assistance from the project director.

Two workshops were held to provide day care directors and food service workers with guidelines for menu planning. Private consultation and review of menus was provided in each center. A checklist was developed to evaluate the menus after they were written.

A menu rating system was established by the project director. This system allowed the participating day care centers to be ranked relative to each other, and provide a means of quantifying each day care center's improvements. Before the 4-C Nutrition Program, only 60 percent of the participating day care centers were meeting the

Child Care Food Program regulations. After workshops and individual consultation, all the day care centers were meeting the Child Care Food Program requirements. Eighty-six percent of the day care centers showed a marked positive change of twenty-seven percent (27%) in its menu planning after individual consultation. Areas with the most marked improvement included new foods, special foods, and seasonal foods. The time spent by the project director in menu consultation at each center depended upon the educational level, past experience, and interest of the director and food service worker.

CHAPTER 4

THE 4-C QUANTITY BUYING COMPONENT

Is Quantity Buying Needed?

Purchasing of food and non-food supplies is one of the important functions of the director or food service manager. The prices paid for food and supplies determines to a large extent the variety, quality and quantity of foods which will be served to the children in day care centers. In addition, the total food budget plays an important role in determining the total day care fee that must be charged. Quantity buying is the ability of a large organization to purchase in bulk, and as a result, receive lower prices from purveyors. Through quantity buying, day care centers can reduce their food costs and increase the variety, quality, and quantity of foods being served.

What Are the Advantages of a Quantity Buying Program?

One way the 4-C Nutrition Project sought to reduce food costs to day care centers was through organization and implementation of a quantity buying program. Meats were the first commodity purchased in quantity. By the end of 1977, groceries (canned and frozen goods, and staples) were also being purchased in quantity. The Project Director felt that quantity buying of meats would produce the largest savings to the participating day care centers. Statistical comparisons of prices and price increases of meat purchased throughout the project with that available to the general public as a whole, indicated that savings to centers did occur.

The project began purchasing meats through an open-bid procedure in July, 1977. In October, 1977, the seasonally adjusted federal Consumer Price Index for food was 195.0. By the end of

December, 1977, the Consumer Price Index for food had risen to 196.7. These changes indicated a 1.7 percent increase in the cost of food to consumers. The above mentioned figures were seasonally adjusted downward before publication to allow for both under and over supply for certain goods during this period. In comparison, for the months of October through December, 1977, project meat costs had a net increase of zero for the 17 meat items purchased by the project during December, 1977: three items remained at a constant price, six items increased in price, but eight items cost less than when compared to prices paid in October, 1977.

During the calendar year, 1978, there were sizeable increases in both the cost of food as reported by the Consumer Price Index and in the cost of project meat purchases. Comparisons during 1978 were more difficult because of federal revisions in the method of reporting Consumer Price Index changes and because of the delay in publishing Consumer Price Index figures.

Table 10 compares the increases in project meat cost with that of the general population food cost increases.

In spite of the comparability of relative price increases, the project did much better than the general population when comparing price paid for various items. A market-basket search conducted by the project director in February, 1979 indicated that costs for project meats were considerably lower than those available through local retail outlets. Table 11details the price differences.

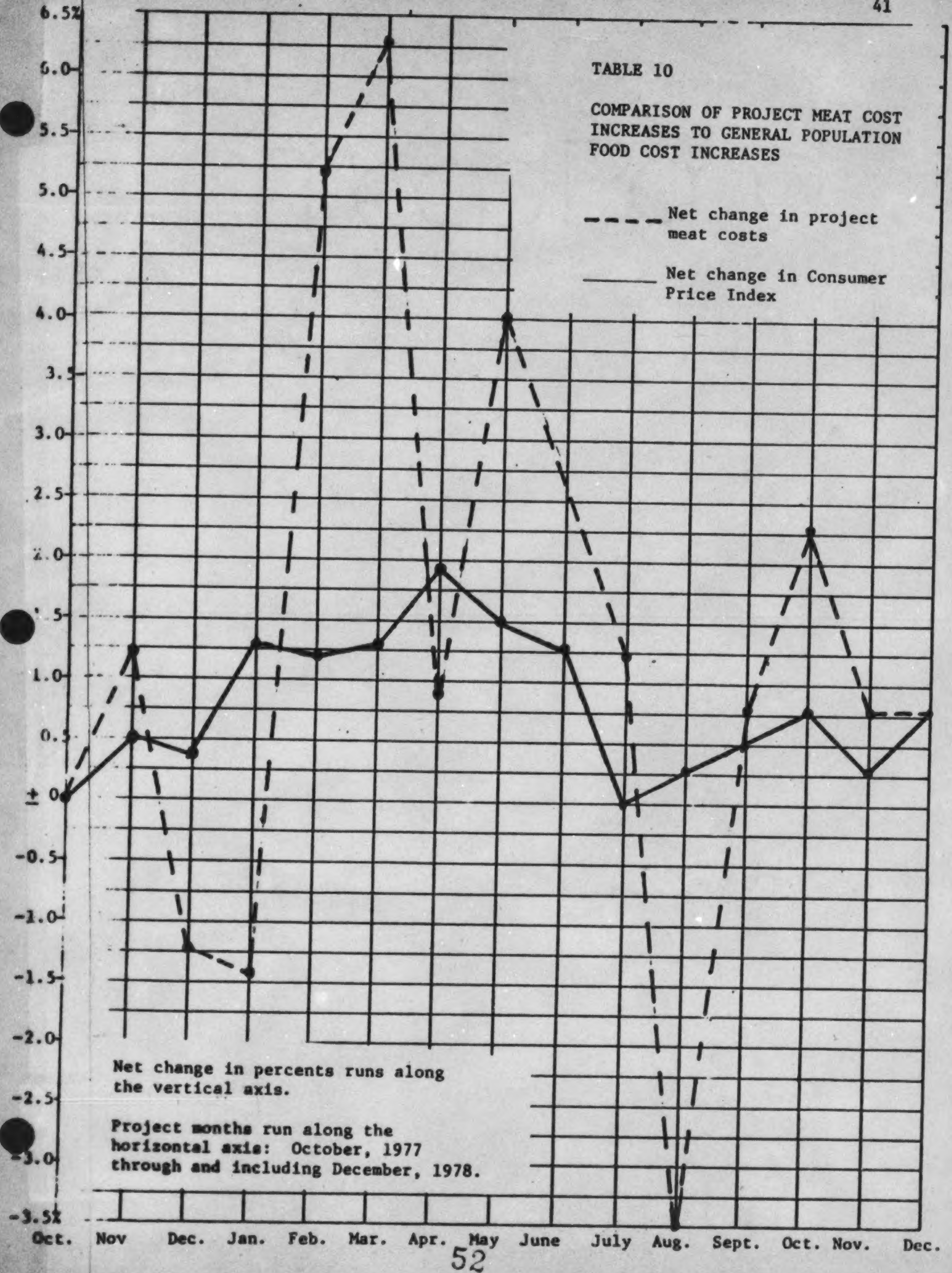

TABLE 10

COMPARISON OF PROJECT MEAT COST INCREASES TO GENERAL POPULATION FOOD COST INCREASES

- - - - Net change in project meat costs

——— Net change in Consumer Price Index

Net change in percents runs along the vertical axis.

Project months run along the horizontal axis: October, 1977 through and including December, 1978.

TABLE 11

COMPARISON OF PROJECT MEAT COSTS PER POUND TO MEAT COSTS FROM RETAIL OUTLETS IN FEBRUARY, 1979

ITEM	PRICE PAID BY PROJECT CENTERS	PRICE PAID BY GENERAL PUBLIC
Ground Beef; 80-20%	$1.35	$1.89
Diced Chuck	$1.69	$2.09
Buffet Ham	$2.05	$2.49
Smoked Sausage, all meat	$1.15	$1.89
Bacon	$1.37	$2.09
Hot Dogs	$1.15	$1.89
Bologna	$1.07	$1.49
Cod	$1.29	$1.98
Total	$11.12	$15.81
Difference $4.69 (40%)		

In conclusion, it can be stated that quantity buying did produce significant savings to project day care centers. The project price paid for meats reflected a 40 percent savings over retail costs. Projects beginning quantity buying could reasonably anticipate savings of at least 20 percent or more in the cost of comparable meats over a twelve-month period.

How Would a Sponsoring Organization Establish a Quantity Buying Program?

The food buyer must remember that the lowest price or greatest quantity for money expended is not always the best buy. Often a higher-priced food item will yield more servings of a better quality than a similar item of lower price.

From Table 12 it is easy to see that Brand X peaches cost more per can than Brand Y peaches. However, Brand X peaches provided the buyer with 10 extra servings and as a result cost less than Brand Y peaches.

TABLE 12

COMPARISON OF THE COST AND YIELD OF TWO BRANDS OF PEACHES

ITEM	YIELD	COST PER CAN	COST PER SERVING
Brand X Peaches	50-½c servings	2.20	.044
Brand Y Peaches	40-½c servings	2.00	.050

For this reason, specification buying should be adopted by the Sponsoring Organization. Essentially, specification writing involves six steps:

STEP 1

With the aid of the day care staff, compile a list of the food items, both meat and grocery, that are best suited for the children and which meet the Child Care Food Program regulations. Decide which grocery items will be purchased frozen and which must be canned. (See Appendix C).

STEP 2

Determine the total quantity needed for each item monthly.

STEP 3

Write detailed specifications for each item. Specifications are necessary so the purveyors will be bidding on items of comparable quality and yield. Be sure to include size or pound desired, grade, quantity needed and any pertinent details.

FIGURE 2

EXAMPLE OF MEAT SPECIFICATION

Estimated number of pounds: 15

Description: No. 1 Diced Fresh Pork; made from defatted pork loin ends or fresh boston butts, handcut ½ inch cube, all exterior membranous tissue removed, total fat content not to exceed 15 percent.

(See Appendix C).

STEP 4

It is extremely important to select reputable purveyors. The best advice the Project Director can give is to call local hospitals and restaurants in the area to inquire about suppliers.

When purveyors are contacted regarding the possibility of providing the Sponsoring Organization's day care centers with service, ask the following questions:

a. How often will the purveyor deliver?

b. What hours does the company deliver?

c. After an order is called in, how long does it take to receive the needed items?

d. Is there a minimum order?

e. If there is a minimum order, would the purveyor consider delivering less if it were an emergency?

f. Will the company deliver during inclement weather?

g. May the day care center charge the food items?

h. When is payment expected?

i. Can immediate exchange be expected if an item is delivered that does not meet the specifications?

STEP 5

Submit a bid request along with a copy of the specifications to the interested purveyors. The following information will be helpful in preparing the meat or grocery bids:

a. Determine the date the bid is expected to arrive in the office of the Sponsoring Organization.

b. Determine the number of months the bids will be effective. This project found it most suitable to conduct monthly meat bids and quarterly grocery bids.

c. Determine the date, place, and time of the bid reading.

d. Write a letter to the purveyors explaining your company's requirements for bidding. Be sure to include in the letter the date the bid is due and the date, place and time of the bid reading. Also, explain in the letter that this is a joint bid and that each center should be invoiced separately. (An example of what the letter should contain is included in Appendix C).

e. Submit this letter along with a copy of the specifications to the interested purveyors. Meat bids should be sent at least two weeks before the due date. Grocery purveyors should be given at least three weeks to submit their bids.

f. Place an advertisement under the bid section in the newspaper at least once requesting interested purveyors to bid. This advertisement must be in the newspaper at least seven days, but not more than 21 days before the bid reading. (An example of newspaper advertisement is included in Appendix C).

STEP 6

Conduct a bid reading.

As mentioned earlier, the bid reading must be held on a certain date, at a certain time, and in a certain location. This bid reading must be open to the public since federal money is being utilized to purchase food. The bid reading is a very important time for the purveyors as well as for the purchaser, for at this time, it is determined which purveyor will be awarded the bid. To be fair to each company, it is sometimes required of the bid reader to compare individual unit prices.

TABLE 13

EXAMPLE OF BID READING COMPARISON

QUANTITY	ITEM	UNIT BID	INDIVIDUAL
1 cs.	French Dressing; 3/1 gal.	12.78 - Purveyor A	4.26/gal.
	1/1 gal.	4.13 - Purveyor B	4.13/gal
12 cs.	Ass. Bread Sticks; 500/cs.	13.45 - Purveyor A	2.69/100
	400/cs.	13.05 - Purveyor B	3.26/100
2 cs.	Green Beans; pureed, 12/303	5.41 - Purveyor A	.45/lb.
	24/303	10.41 - Purveyor B	.42/lb.

Using assorted bread sticks from the previous example, the bid reader would automatically assume that Purveyor B has submitted a lower cost-per-case bid. However, when broken down into individual units, it is actually cheaper to purchase bread sticks from Purveyor A.

Throughout the project, the purveyors did not attend the bid readings. For reasons of fairness and to instill competition in an effort to reduce prices, each purveyor was sent a copy of all the bids received.

The Child Care Food Program regulations state that the bids must be awarded to the lowest bidder unless there is a justifiable reason for awarding the bid to another purveyor. The bid reader may award the bid to another purveyor if:

a. The lowest bidder in the past has not been able to provide the items needed.

b. The lowest bidder in the past has sent items that did not meet the specifications. These claims must be based on fact, not mere opinion. When a director or a food service manager complains to the Sponsoring Organization that a given food item is unsatisfactory, the Sponsoring Organization should investigate this complaint carefully before making a final decision.

c. There is evidence that the purveyor claimed unavailability of a product so that he would not be responsible to provide items at the agreed upon bid prices.

d. Delivery service is unsatisfactory. In most cases, items should be delivered no more than 48 hours after they are ordered.

When a final decision is made as to the winner of the current bid, the winning purveyor should be called personally. All participating purveyors should be given written notification of the winner along with a copy of all bids.

In awarding the bid, be sure not to let personal feelings influence the decision.

What Time is Required to Operate a Quantity Buying Program?

The initial planning and preparation of the quantity buying program took approximately 95 hours. The following is an account of how these hours were spent:

. discussing with each center the advantages and disadvantages of the purveyors they were using.	5 hours
. setting up appointments with the purveyors to discuss the project.	5 hours
. initial interview with interested purveyors to make arrangments to begin quantity buying program.	25 hours
. final interview with interested purveyors to make arrangements to begin quantity buying program.	5 hours
. specification writing	50 hours
. workshops for the directors and food service personnel to explain how the quantity buying program would operate.	5 hours

After the project was underway, very little time was needed monthly to assure a smooth and successful operation of this program. The secretary spent three hours each month working on the meat bid. During this time, it was her responsiblity to send out the bid request to each purveyor by the 15th of the month, to submit a notice to the newspaper announcing the bid readings, conduct the bid reading, notify the winner by phone, and type a letter to each participating purveyor announcing the winner. In addition, quarterly, the secretary spent seven hours conducting the grocery bid reading. The project director spent two hours each month supervising the bid readings, determining the winner, and acting as a liaison between the purveyor and the day care centers. No additional time was spent by the program director during the months of the grocery bid reading.

What Obstacles Were Encountered in the Quantity Buying Program?

During the project, five quantity buying programs were explored. Two were initiated. It was felt that the other three programs could be initiated when at least 30 day care centers were participating in the program. Below is a discussion of the difficulties encountered by the project director.

Enrollment Fluctuation

Fluctuations in enrollment affected all the quantity buying programs, especially the milk and produce. The enrollment in the centers decreased in the summer and increased in the fall.

Milk Buying

Throughout the 4-C Nutrition Program, the project director endeavored to organize a quantity buying milk program in an effort to reduce food cost. Below is a discussion of the obstacles encountered.

Limited Refrigeration. Four day care centers participated in the milk buying program. Six centers were unable to participate in the milk buying program due to limited refrigeration. Because this program was found to be successful in reducing the price paid for milk from $1.98 per gallon to $1.55 per gallon, these day care centers decided to purchase larger refrigerators through the Food Service Equipment Program. During a year's time a center serving 100 children can save approximately $600 per year.

Unwillingness of Directors. The remaining four day care centers were not interested in participating in the milk buying program.

Produce Buying Program

During the project, it was discovered that quantity produce buying was not advantageous for all centers. The main obstacle that prevented the centers from purchasing produce in quantity was that the produce purveyors would consent to selling fresh fruits and vegetables only in bulk. For example, this meant that apples could only be purchased by the case. The smaller day care centers and those centers which could not afford fresh fruit daily found this arrangement to be costly and wasteful since on many occasions the produce spoiled before it could be used. In the opinion of the Project Director, day care centers with less than 44 children should purchase produce from farmers' markets and from grocery stores in quantities needed for one week only.

Bread Buying Program

At the beginning of the project, several of the day care centers were interested in a quantity bread buying program. The project director discovered early in the project, however, that bread purveyors in Jefferson County did not want to provide services to day care centers for the small quantities of bread needed. To combat this problem, centers with freezers took advantage of bread sales. Other centers occasionally received donated bread from several supermarkets in the area.

Meat and Grocery Buying Program

These two programs were initiated by the end of 1977 and continued throughout the project. The following is a discussion of the disadvantages the project director encountered during the initiation and administration of these two programs.

Late Payments. Some of the day care centers in Jefferson County were behind on bill payment. For this reason, it was extremely difficult to negotiate a quantity buying program with the area purveyors.

Day Care Credit Canceled. During the program, some centers were three months behind in paying their food bills. This occurred because food reimbursement from the Child Care Food Program was not always received on a monthly basis, and the majority of the centers did not have excess funds that they could rely on. When the centers were 90 days behind on payments, the purveyors became very anxious and on one occasion, a purveyor refused to provide food to the centers until the overdue bills were paid.

Purveyors Unable to Provide Food Items. Several of the area purveyors could not be included in the program because they were either not willing or unable to provide the centers with the necessary food items. Some purveyors required a minimum order per delivery which was not adaptable to the day care centers' needs. Other purveyors required a larger total amount than was needed in the 4-C program. This considerably limited the competitive bidding field.

Best Bargains at Grocery Store for Some Day Care Centers. Quantity buying for centers with less than 30 children was not advantageous. The larger quantities and sizes that had to be ordered caused extensive waste. It is the opinion of the Project Director that for centers whose enrollment is less than 30, the grocery store is the best place to shop for bargains.

Storage Capacities Limited. Several of the centers' storeroom capacities and refrigerator-freezer capacities were very limited. As a result, this made bulk purchasing difficult. To help combat this problem, the Non-Food Assistance Program, which is explained in detail in Chapter 5, aided the centers in purchasing refrigerators and freezers.

Summary

Quantity buying is the ability of a large organization to purchase in bulk, and, as a result receive lower prices from purveyors. Through quantity buying, day care centers can increase the variety, quality and quantity of foods being served.

The steps involved in establishing a quantity buying program include: compiling the list of food items used by the centers, indicating the quantity of each needed, writing detailed food specifications, selecting reputable purveyors, submitting bid requests to the local news media and interested purveyors, and conducting a bid reading.

During the project, five quantity buying programs were explored. Two were initiated. The meat and grocery buying programs were initiated by December, 1977 and have continued since that time. Projects beginning quantity buying can reasonably expect a savings of approximately 20% on these items. Quantity purchase of milk, produce and bread was not initiated due to limited refrigeration, limited delivery service and the need to buy in bulk. It was felt these programs could be started if at least 30 centers participated in the program.

CHAPTER 5

THE FOOD SERVICE EQUIPMENT PROGRAM COMPONENT

Why Invest in Kitchen Planning and Equipment?

In the past, too little thought was given to the planning of kitchens in day care centers. Many kitchens were located in basements of churches or in converted apartment buildings where adequate and easily accessible kitchen equipment was unavailable.

Kitchens should be planned efficiently to provide for the economical operation of the food service. Even more essential is the necessity of planning so that the food may be conveyed to children quickly and at the proper temperatures.

Although day care centers may realize that equipment is needed for the efficient operation of their food service, many are faced with the problem of where to acquire money to purchase this necessary equipment.

Where Can Day Care Centers Acquire Money for the Purchase of Kitchen Equipment?

Food Service Equipment funds are made available from the U.S. Department of Agriculture to each State Educational Agency. This agency in turn is able to assist eligible day care centers in the purchase of equipment to enable them to establish, maintain or expand their food service program. Only non-profit day care centers are eligible for Food Service Equipment funds. Eligible day care centers are reimbursed up to 75 percent of the total equipment costs. Especially needy day care centers, those serving a large majority of low-income children, may receive 100 percent funding.

To be eligible for the program, the day care center must have no equipment or inadequate equipment. Criteria used for selecting day care centers to participate include the relative need, financial need of the center, and the amount of funds available to the State. For further information on the Food Service Equipment Program, write to the State Educational Agency in your capital city or to: Food and Nutrition Service, Child Nutrition Division, U.S. Department of Agriculture, Washington, D.C., 20250.

What are the Responsibilities of a Sponsoring Organization in Providing Technical Assistance in Kitchen Planning and Equipment Purchasing?

The Sponsoring Organization should employ an individual who is experienced in kitchen design and lay out to provide technical assistance to the day care centers. This individual would be responsible for providing assistance in the following areas:

Assessing Each Kitchen's Equipment Needs. The Sponsoring Organization should determine if each center's existing equipment is adequate, or if supplemental equipment is needed to provide an efficient food service operation. The booklet, Equipment Guide for Preschool and School Age Child Service Institutions by the U.S. Department of Agriculture, Food and Nutrition Service, Child Nutrition Division, is designed to assist Sponsoring Organizations and others who are interested in equipping new or older kitchens. The minimum kitchen equipment and facilities necessary to prepare breakfast, lunch, supper, or any combination of these meals for 15 to 100 children are specified. This booklet proved to be very beneficial in determining the size of equipment needed for the day care centers which participated in the Food Service Equipment Program during this project. However, on a few occasions, it was necessary to deviate from the recommendations to accomodate individual situations faced at some day care centers. These situations will be discussed in detail in the next section.

Locating Available Money. Every Sponsoring Organization should be aware of the Food Service Equipment Program by which funds are made available from the U. S. Department of Agriculture to each State. The Sponsoring Organization should inquire as to when these funds will be available and what procedures must be followed in applying for Food Service Equipment Funds.

Making Recommendations and Writing Specifications. When recommending needed equipment to the day care centers, the Sponsoring Organization's representative should keep in mind that "you get what you pay for." This is not to say that the most expensive equipment is the best, but that construction, durability and ease of cleaning and maintenance should play a role in the selection.

In writing the equipment specifications, responsibility should lie with the Sponsoring Organization. Specifications are necessary to prevent equipment distributors from bidding on items of unequal value. These specifications should be written in detail. Some of the details that should be included are the type of finish, if stainless steel, give gauge required; interior and exterior size; type of insulation; wiring requirements, horse power, volts, cycles, and phase. Appendix D will provide examples of equipment specifications.

When using Federal monies to purchase equipment, specific brands may not be requested. However, a brand may be given as an example of the type of equipment desired. For example, the specification may read:

Manufacturer: Hobart or approved equal

Request Bids from Several Equipment Dealers. The Child Care Food Program regulations state that bid requests must be issued to at least three equipment distributors if the items requested exceed $5,000 in value. Bid requests should be sent to at least three equipment distributors, whenever possible, to ensure competitive bidding and as a result reduce prices even when the total value of the items requested is below $5,000.

A letter of invitation to bid should include the name and location of the company requesting the bid and the date the bid must be returned. Attached to the letter should be the equipment specifications. Be sure to send the invitation to bid at least two weeks in advance to allow the vendors plenty of time to prepare and submit their bids. (See Appendix D).

If the Sponsoring Organization is in a city which does not have local equipment distributors, contact the hospitals or restaurants in the area for a list of names and addresses of reputable vendors located in other cities.

Providing Assistance in Requesting Funds from State Agency. The Sponsoring Organization should assist each day care director in preparing the Food Service Equipment Assistance Data Sheet. This form is required when applying for funds through the Food Service Equipment Program. (See Appendix D). It was the experience of the writer that when the Sponsoring Organization prepared the paper work, the requests for equipment funds reached the State Agency more quickly than if the responsibility was placed upon the day care directors. This may be due to time constraints experienced by the individual directors.

Represent Centers as Contact Persons. When questions arise concerning the equipment specifications, it is advantageous for the equipment distributors to be able to contact one person who can act as a liaison for the day care centers. This policy saves time for the distributors as well as the day care directors. It also places the day care centers in a position to have someone who is knowledgeable in the field representing them.

How Were Kitchen Evaluations Conducted?

During the project, the project director evaluated each participating day care center's kitchen for efficiency. She recommended to nine of the 14 centers several supplemental kitchen items. In addition, kitchens were designed for two day care centers which were moving to new locations. Over a two-year period, $41,374 was spent on kitchen equipment for 11 day care centers. Of this total, $39,683 was provided by monies made available from the Food Service Equipment Program.

Table 14 summarizes the project director's evaluation of each day care center's kitchen and the recommendations that were made.

TABLE 14

EVALUATION OF THE DAY CARE CENTERS' KITCHENS

CENTER	RANGE	REFRIGERATOR	FREEZER	DISHWASHER	3-COMPARTMENT SINK
A	+	x	x		+
B	+	+	*	+	
C	x	x	x*	*	+
D	+	+	+	*	+
E	+	x	+*	x	
F	+	x*	+	*	+
G	x*	x*	x*	*	+*
H	+	x	x	+	+
I	+	+	+	+	
J	x*	+	+	*	+
K	x*	x*	x*	*	+*
L	+	+	+		+
M	+	+	+		+
N	+	x	x*	*	+

+ - equipment in working order and/or of appropriate size

x - equipment very old and/or of inappropriate size

* - equipment purchased

The Range. The project director's evaluation revealed that various sizes and types of ranges were in use at the day care centers before the demonstration project. Four of the 14 centers had ranges that were judged by the Project Director to be inadequate. Of the four ranges, two were over 20 years old and the other two were too small.

It is the opinion of the Project Director that day care centers which serve a wide variety of foods to over 75 children should purchase a six-burner, two-oven, commercial-type range with a broiler and grill attached to accommodate the work load. On two occasions, the project director suggested purchasing a six-burner, two-oven, commercial-type range to day care centers with enrollments of less than 75 children. These two centers experienced an increase in enrollment during the Summer months. The Project Director is of the opinion that a 36-inch commercial-type range is not always needed for centers ranging in enrollment from 31 to 50 children. Before recommending this type of range to a day care center, the work load should be evaluated by the Sponsoring Organization. In some cases where uncomplicated meals are prepared, a 30-inch to 36-inch domestic-type range will suffice. The Project Director recommends a 30-inch domestic-type range for day care centers ranging in enrollment from 15 to 30 children.

The Refrigerator. At the beginning of the project, all of the participating day care centers were utilizing domestic-type refrigerators ranging in size from 12-cubic feet to 21-cubic feet. Ten of the refrigerators were determined to be inadequate due to the age of the equipment, the number of children enrolled at the center (work load) and the food purchase necessary to participate in the quantity buying program. It was recommended that nine of the ten day care centers purchase 40-cubic foot, commercial-type refrigerators and that one day care center replace their 20-year-old rerigerator with another domestic-type refrigerator.

The following illustrates the savings a day care center can receive by purchasing the appropriate size equipment:

> Center L purchased a 40-cubic-foot refrigerator through the Food Service Equipment Program. The refrigerator cost $1200. The Food Service Equipment Program paid $900 and the day care center paid $300. By having adequate storage, this center was able to participate in the quantity milk buying program and save $600 in one year.

From this example, it can be observed that the refrigerator paid for itself in six months and will continue to provide savings for the center.

It is the opinion of the Project Director that any day care center ranging in enrollment from 44 to 100 children could easily justify the purchase of a 40-cubic-foot, commercial-type refrigerator if the center's menus are varied, and if the center is participating in a quantity buying program. This size refrigerator is needed particularly when participating in quantity buying of milk and produce where deliveries are limited. However, on four occasions, commercial-type refrigerators were not recommended to the day care center with an average enrollment of 44 children because the day care centers were on a limited budget, could not purchase a wide variety of fresh produce, and were not participating in the quantity milk buying program. Centers ranging in enrollment from 15 to 44 children should purchase a 23-cubic foot, domestic-type refrigerator.

The Freezer. The Project Director's evaluation determined that only 11 of the 14 day care centers owned freezers. Four of the freezers were 30-cubic foot, domestic-type, and were located in day care centers ranging in enrollment from 42 to 75 children. They were evaluated by the Project Director to be acceptable. Since the above freezers had been purchased within the last three years, the Project Director did not feel justified in asking for an increase of only 10-cubic feet. It was suggested by the project director that five of the day care centers ranging in enrollment from 75 to 100 children and two of the centers having 44 children enrolled purchase 40-cubic foot, commercial-type freezers. The project director recommended to the three day care centers that did not own freezers to apply for Food Service Equipment funds so that they would be able to take advantage of the quantity buying programs.

Adequate freezer space enables day care centers to purchase in bulk at quantity prices and as a result reduces the time spent by the director or food service manager in ordering and receiving of the food items. It is the opinion of the Project Director that any day care center ranging in enrollment from 44 to 100 children could easily justify the purchase of a 40-cubic foot, commercial-type freezer if participating in a quantity buying program. Centers ranging in enrollment from 15 to 44 children who are on limited budgets and are not participating in quantity buying programs should find domestic-type freezers ranging in size from 20-cubic feet to 30-cubic feet to be adequate.

The Dishwashing Unit. The dishwashing unit evaluation revealed that only six of the 14 day care centers had dishwashers. Of the six which had dishwashers, three were evaluated to be of inappropriate size. It is the opinion of the Project Director that every day care center, no matter what the enrollment, should have a dishwasher. Dishwashers not only provide assurance of sanitation, but decrease labor time and as a result increase productivity of the food service worker.

Centers ranging in enrollment from 15 to 40 children should find a domestic-type dishwasher with a sani-cycle rinse to be adequate. However, centers with over 40 children and up to 75 children would find an under-the-counter, commercial-type dishwasher to be more of an advantage since this type of machine washes, rinses, and dries in four minutes. Centers with over 75 children would benefit from purchasing an above-the-counter commercial-type dishwasher which washes, rinses and dries in two minutes.

Summary

Kitchens should be planned efficiently to provide economical operation of the food service and to assure that the food is conveyed to children quickly and at proper temperature.

Non-profit day care centers can be reimbursed up to 75 percent of the total equipment cost and especially needy centers, that is, those serving a large majority of low-income children, may receive 100 percent funding. These funds are made available from the U.S. Department of Agriculture to each State Educational Agency. To be eligible, the center must have no equipment, or inadequate equipment. Information on the Food Service Equipment Program may be obtained from your State Department of Education. It is the responsibility of the Sponsoring Organization to assess each center's needs, make recommendations, write equipment specifications, request bids, assist in requesting funds from the State Agency, and represent centers as contact persons.

During the 4-C Nutrition Program, the project director evaluated each day care center's kitchen for efficiency and recommended supplemental equipment for 11 of the 15 day care centers. The 4-C project director was responsible for locating available funds for equipment, and submitting bid requests to vendors. Over the two-year period, $41,374 was spent for kitchen equipment. Of this total, $39,683 was provided by monies made available from the Food Service Equipment Program.

CHAPTER 6

THE SPONSORING ORGANIZATION'S ROLE AS TRAINER AND MONITOR

Why is Nutrition Education Important?

A vital part of a Nutrition Program is to educate those individuals who directly influence children in the day care center. By educating the parents and staff in the principles of good nutrition, they will, in turn, begin to educate children at a very early age.

During the project, monthly workshops were held for cooks, directors and staff at the participating centers. In addition, the project director offered workshops to teachers and parents in the day care centers.

What Nutrition Education was Offered?

Functions of Food and Its Relationship to Health. These two workshops included the body's need of (1) carbohydrates, proteins, fats, (2) minerals, water, vitamins and fiber.

Special Nutritional Needs Throughout the Life Cycle. These three workshops included (1) nutrition during pregnancy and lactation, (2) nutrition for children, and (3) overweight and underweight children.

Meal Planning. These two workshops discussed menu planning following the principles outlined in detail in Chapter Three.

Food Buying, Receiving and Storage. These four workshops included discussion of(1) meat, poultry, fish (2) dairy products, non-dairy products and eggs, (3) fruits and vegetables, and (4) breads, cereals, margarines, shortening, and other miscellaneous foods.

Food Preparation. Four workshops were dedicated to the preparation of (1) meat, poultry and fish, (2) dairy products, non-dairy products and eggs, (3) fruits and vegetables and (4) breads and cereals.

Sanitation and Safety. Three workshops covered food-borne diseases, sanitation codes and standard accident prevention and procedures to follow in the event of a disaster.

Proper Baking Techniques. This workshop was presented by a representative of Pillsbury Baking Company, who demonstrated proper baking techniques.

Can Cutting. A representative from Louisville Grocery demonstrated and explained the packing and grading of canned goods.

Cake Decorating. A series of five classes and practice sessions were held to demonstrate cake decorating techniques for birthdays and special occasions.

Sample workshop outlines are included in Appendix E.

Who Attended These Classes?

The workshops were attended by the food service workers, directors, teachers and staff in the day care centers. The Project director also offered a workshop in each of the participating centers on general childhood nutrition, when requested.

How Were the Workshops Evaluated?

Pre and Post tests were administered for each session.

What Monitoring Was Required of the Program Centers?

The Child Care Food Program regulations require that the Sponsoring Organization periodically visit the day care centers to monitor its compliance with the Child Care Food Program requirements. During the 4-C Nutrition Project, the Project Director monitored each center monthly. The Project Director is of the opinion that initially, monthly consultations are necessary. The number of monthly visits depends upon how quickly each day care center progresses. By the end of the project, each day care center, with the exception of one, was ready to be monitored quarterly.

The following section will outline questions the Sponsoring Organization could employ as a guide when visiting the day care centers.

Menus. It is not an easy task to plan menus for children. Variety, eye-appeal, adequate nutrition, cost, and availability of foods and equipment must be considered when planning menus. When evaluating each day care center, ask the following questions:

- Are the menus planned in advance?
- Are the menus posted?
- Do the menus meet the Child Care Food Program regulations?
- Are the menus being followed?
- Do the menus have eye appeal?
- Do the menus have variety?
- Are the children's "likes" and "dislikes" respected?
- Is either a breakfast or a snack available to the children?
- Are children with special dietary needs permitted to enroll at the center? If so, is the center capable of meeting these needs?

Food Preparation. Proper food preparation is important not only from the standpoint of nutrition, but also in consideration of the operating costs involved.

- Does the food service worker have previous experience or training in food service?
- Are foods prepared in appropriate quantity so that left-overs are minimized?
- Are the foods prepared to reduce nutrient loss?
- Is the food seasoned for children's tastes?

Mealtime. The enjoyment of food promotes bodily welfare and good morale. The wrong combinations of foods or poorly cooked foods, if eaten when the child is overtired or under emotional strain, can cause both indigestion and dissention. With young children, training them to like a wide variety of foods is important.

- Are the designated feeding times followed?
- Are the children eating the foods being served?
- Are the children encouraged to eat?
- Does a care-giver sit with the children to supervise, set a good example, and teach about the foods being eaten?
- Are child-size portions served?
- Are seconds allowed?
- Are the older children allowed to participate in the meal service? For example, setting the table, pouring milk, serving themselves.
- Is there interaction between the teachers and the parents regarding the child's food intake for the day?
- What is the day care center's procedure for introducing new foods?
- Is there a reasonable length of time allotted to the meal time so children are not rushed?
- Do the children wash their hands before eating?
- Are foods presented in such a way that no food is used as a reward or punishment?
- Is there a quiet time before meals so that children are relaxed at meal time?
- Are tables, chairs, eating utensils, plates, and glasses suitable for young children?
- Is the room for serving meals attractive?
- Do children brush their teeth after lunch?

Sanitation, Storage, and Safety. Every day care center should insist upon cleanliness and good housekeeping in play areas as well as in the kitchen. Yet, in day care food services, the project director often found inadequate attention being paid to sanitary practices.

Through effective cleaning, the food service worker can help prevent contamination of food by toxic chemicals and food-borne diseases, and can help prevent the spread of infectious diseases. To protect the health of the children, nothing short of the highest possible standards of cleanliness and sanitation should be maintained.

- Are employees who handle food neat and clean?
- Is a hand washing sign posted and observed?
- Does the food service worker have knowledge of the State and local health regulations?
- Is the practice of using home prepared food restricted?
- Are children restricted from the kitchen area?
- Is the storage area clean?
- Does the center have the services of a pest control company?
- Are the floors free from dirt, water, and cracks?
- Do the walls need painting?
- Are the screens in good repair?
- Are the outside doors kept closed?
- Is the kitchen adequately lighted?
- Are thermometers located in all refrigerators and freezers?
- Is the temperature maintained below 0°F in the freezer and 45°F or below in the refrigerator?
- Is the area free from insects and rodents?
- Are opened foods labeled, dated, and stored properly?
- Are the mixer, can opener, and cutting board cleaned daily?
- Is there a grease or dirt buildup in the hood?
- Are the electrical connections grounded and in good repair?
- Have the fire extinguishers been serviced within the last year?
- If dishes are washed by hand, is a three-compartment sink utilized? Is the proper technique followed: scrape, prerinse, wash, rinse, air dry, store in a suitable location?
- Is a sanitizing solution used in the final rinse? Does the center have and use a chemical test kit?

- If a dishwasher is used, is it approved by the health department? Is the wash temperature 150°F? Is the rinse temperature 180°F?
- Are cracked or chipped dishes disposed of?
- Are the refuse containers clean?
- Is the refuse storage area clean?
- Is the dumpster lid closed at all times?

Nutrition Education. Fully effective programs should include continuing nutrition education workshops. The following questions relate to center evaluation in this regard:

- Do children participate in activities other than at meal time that use food as an educational tool?
- Is nutrition included in parent education programs?
- Is nutrition included in staff inservice education programs?
- Are on-going services available from nurses, nutritionists, or other reputable health personnel?

SUMMARY

The Child Care Food Program regulations require that the Sponsoring Organization periodically visit each day care center to monitor its compliance with the Child Care Food Program requirements. During the 4-C Nutrition project, the project director visited each center monthly. During the visit, the Sponsor reviewed the menus, and observed the procedures used during food preparation, meal time, sanitation, storage, and safety. A list of questions was developed to use as a guide during these visits. In addition, the monitor checked to see that nutrition education for the children is included in the day care curriculum, and that the day care staff are given opportunities to attend nutrition workshops. In addition, monthly workshops were held for the food service workers. When requested, additional workshops were presented to day care staff and parents.

CHAPTER 7

THE 4-C INFANT FEEDING PROGRAM COMPONENT

An infant's growth and development are largely determined by the quality of the mother's nutrition during pregnancy, by the adequacy of the formula and by heredity. During the first year, the infant will grow and develop more rapidly than at any other time of life. Before the involvement of the 4-C program, only one center was supplying food for the infants. All the other day care centers required the parents to supply the food and formula. By requiring parents to supply the food and formula, day care centers could save money and time. However, too often care-givers were faced with the problem of parents forgetting to bring food or formula to the center. Care-givers in the participating centers have also cited instances when parents would bring dirty bottles for their children to drink from.

Because good nutrition is necessary for growth and development of infants, 4-C developed a special infant feeding program. The goal of this program was to improve nutrition services to infants in day care centers by having each center provide food and iron-fortified infant formula. Of the seven day care centers that cared for children under one year of age, four centers wished to participate in the infant feeding program.

How Should an Infant-Feeding Program be Established?

The Sponsoring Organization should discuss individually with each center how to establish an infant feeding program. Questions that must be discussed are:

What types of foods should be served to infants?

Who will write the menus?

Who will prepare the food?

What types of formulas should be served?

What is the best way to purchase formula?

Who will furnish the baby bottles?

How should the baby bottles be sanitized?

Infant Foods. Infant menus should be written in advance by the infant care-giver and approved by the director. These menus must meet the Child Care Food Program regulations as seen in Table 15.

The menus should then be given to the parents for their approval. Substitutions might be necessary if an infant has never been introduced to a food on the menu. In the opinion of the Project Director, new foods should be introduced by the mother, not the infant care-giver, since the mother is the primary care-giver.

After the menus are written, the day care center should consider whether commercial infant or home-prepared infant foods should be served. In the opinion of the Project Director, if possible, day care centers should strive to provide home-prepared infant foods if they are made with attention to cleanliness; if they consist of fresh, wholesome foods without monosodium glutamate, nitrates or other additives or strong flavorings, and if they contain no additional salt or sugar. Home-prepared foods may be prepared with the other children's foods and taken out before seasonings are added.

During the 4-C Nutrition Program, three of the four day care centers participating in the infant feeding program elected to prepare home-prepared infant foods.

The most effective procedure at the participating day care centers is: the cook prepares the food and the infant care-giver purees the foods right before meal time. For centers that do not have

TABLE 15

CHILD CARE FOOD PROGRAM REGULATIONS FOR INFANTS

Age 0 up to 4 months:

Breakfast	4-6 ounces infant formula with iron
Lunch	4-6 ounces infant formula with iron 0-1 tablespoon infant cereal 0-1 tablespoon infant vegetable or fruit
Snack	4-6 ounces infant formula with iron

Age 4 up to 8 months:

Breakfast	6-8 ounces infant formula* 1-3 tablespoons infant cereal
Lunch	6-8 ounces infant formula* 1-2 tablespoons infant cereal 1-2 tablespoons vegetable or fruit 0-1 tablespoon meat, fish, poultry, cheese
Snack	2-4 ounces infant formula* or full-strength fruit juice 0-½ slice crusty bread or 0-2 cracker-type products

Age 8 months up to 1 year:

Breakfast	6-8 ounces infant formula or 6-8 ounces whole or lowfat milk and 0-3 ounces full-strength fruit juice. 2-4 tablespoons infant cereal
Lunch	6-8 ounces infant formula or 6-8 ounces whole or lowfat milk and 0-3 ounces full-strength fruit juice. 3-4 tablespoons vegetable or fruit or infant cereal 1-4 tablespoons meat, fish, poultry, cheese
Snack	2-4 ounces infant formula or whole or lowfat milk or full-strength fruit juice

*The Child Care Food Program requires iron-fortified formula for infants up to 8 months of age.

SOURCE: Child Care Food Program Regulations facilities for preparing infant foods adequately, pureed foods in number 303 cans are acceptable as an alternative. Buying infant foods in individual jars is very expensive and should be avoided if possible. Infant Formula. There are three companies that manufacture infant formula: Mead Johnson, Ross Laboratories, and Wyeth. All three companies supply brands that compare closely with human milk in composition. These companies are able to furnish formula in many different forms. For example, the day care center can purchase infant formula in powder form, ready-to-feed cans or bottles, or in concentrated form. Child Care Food Program regulations require iron-fortified formula for children up to 8 months of age. The Project Director recommends using 32 ounce ready-to-feed formula. By using this type, errors in mixing are eliminated and problems with sanitation are minimal.

To eliminate confusion and to reduce cost, the 4-C Project Director recommends submitting a bid request, along with a copy of the specifications every six months to the above mentioned companies. An example of how a bid request should be written is given in Appendix C. The same bidding procedure should be followed as explained in Chapter 4.

When infants were enrolled in the day care centers participating in the infant feeding program, the director was responsible for explaining this program to the parents. If the parents agreed to allow their infant to participate in the program, they were asked to sign a permission slip giving the day care center the authority to provide formula to their infant.

During the program, if an infant entered the center and was on a different formula, the pediatrician was notified to see if the infant could be given the formula at the day care center. If the pediatrician felt that a change would be detrimental to the infant, the day care center would purchase whatever formula the pediatrician recommended.

Infant Bottles. As mentioned earlier, on several occasions, dirty baby bottles were brought to the day care centers by the parents. To eliminate problems of improper sanitation, the day care centers agreed to either supply infant bottles or request parents to leave two bottles at the day care center at all times. Both methods worked very well and the problem of sanitation was eliminated.

SUMMARY

Before the implementation of the 4-C program only one center provided food for infants in their care. Other centers required parents to supply food and formula each day. During the project four centers initiated an infant feeding program and the baby food and formula were supplied by the day care center.

Infant food may be prepared with the other children's food and removed before seasonings are added. The infant room staff can process the food in a blender immediately before serving. Centers that do not have blenders or other facilities for adequate preparation may purchase pureed foods in number 303 cans. Buying infant foods in individual jars is very expensive and should be avoided if possible.

Child Care Food Program regulations require that iron-fortified formula be used for infants up to eight months of age. The Project Director recommends that the 32 ounce ready-to-feed iron-fortified formula be used to eliminate errors in mixing and problems with sanitation.

In order to reduce costs it is recommended that a bid request for infant formula be submitted according to the bid procedures delineated in Chapter 4.

The infant feeding program was deemed a success by the parents as well as the care-givers. This program provided good nutrition for the infants and in addition, saved parents time and money. It assured the care-givers that adequate food was always available.

ticipating centers. The formula was constructed as follows:

$$X = Y \left[\frac{a+b+c}{\Sigma(a+b+c)}\right]$$

where "X" equals the estimated cost of continuation/administrative support for an individual center;

where "Y" equals the estimated cost of continuation/administrative support required for all participating centers;

where "a" equals the average number of breakfasts per month in the center under consideration;

where "b" equals the average number of lunches per month in the center;

where "c" equals the average number of snacks served per month in the center;

and, where "$\Sigma(a+b+c)$" equals the average number of meals and snacks served by all participating project centers.

Formula Use

The above formula was used to provide initial figures to those centers who questioned how much it would cost them to continue in the project. Calculations for one center are completed below based on an administrative staff requirement of one-half time of a dietitian and one-fourth time of a clerk and bookkeeper to handle fifteen to thirty centers. Given an agency fringe requirement of 12 percent, personnel costs were computed at $11,312 per year with overhead costs of $3,760 for a minimum continuation budget of $15,072.

In January, 1970, when these figures were developed, project centers were averaging 8.528 breakfasts, 14,746 lunches, and 24,762 snacks per month. The center that asked for its cost of on-going participation was serving 353 breakfasts, 696 lunches, and 1,529 snacks on the average per month.

With this information, the formula was used as follows:

$$X = Y\left[\frac{a+b+c}{\Sigma(a+b+c)}\right]$$

$$X = 15{,}072 \left[\frac{353+696+1529}{8528+14{,}746+24{,}762}\right]$$

$$X = 15{,}072 \left[\frac{2{,}578}{48{,}036}\right]$$

$$X = 15{,}072 \quad .054$$

X = \$813.89, which is the cost to the center over a year or

$$X = \frac{814}{12} = \$68 \text{ per month}$$

The above formula results in a lower charge to a center serving either fewer meals or not serving breakfast.

Formula Evaluation

Use of the formula to determine administrative payments due from each center allows a charge to be calculated based on more than just the size of the center in terms of number of children served. The formula makes an allowance for the types of meals served and the factoring in of average center attendance and/or program utilization. For project centers, the charge for continued project participation did not exceed 10 percent of their reimbursements per month. This is adequately offset by the savings of 20 percent or more achieved through participation in quantity buying.

There are some drawbacks to using the developed formula. To be truly accurate, the formula requires experiential data to determine an appropriate charge to participating centers. Since the particular data needed did not become available until the end of the project, no charges have actually been made to centers. Consequently, the practicality and/or utility of the formula has not been tested from other than a theoretical perspective.

Alternative Participation Calculation Methods

For the sake of expediency, the cost of participating in a continued project can be explained more simply to centers for whom experiential data is not available. The proposed cost of project continuation at various levels of center participation can be divided by the projected number of participating centers. For example, if the cost of continuation in total is $15,072 and there are 15 centers wishing to participate, the charge would be simply $15,072 ÷ 15 which equals $1,004.80. The center in the previous example would pay more, but some larger centers would pay less under this method than if the charge were calculated on the formula. One of the findings of project staff was that center size or number of meals served were less accurate indicators of the amount of administrative support required than the efficiency of a center's record-keeping (see Chapter 2 Record-keeping). As a result, this more simple method of calculating the cost of continuation/administrative support by center may suit most needs.

Converting the Project to Self-Supporting Status

As stated in Chapter 1, the developmental project grant awarded to 4-C by the State Department of Education was to expire in April, 1979. All parties involved in the project - the State, 4-C, and participating centers - wished to see the sponsor arrangement continue. It remained for 4-C to find a way to financially support the services to which the centers had become accustomed.

After much discussion about budget needs and staff requirements, 4-C staff concluded that the first step in conversion should be to increase the number of participating centers. At the time of this discussion in February, 1979, there were 15 centers in the project. It had been the project director's experience that one dietician could adequately monitor no more than 15 centers, if all were new to the Child Care Food Program. In addition, the time required to monitor the original 15 centers had been greatly reduced. Consequently, 30 participating centers was set as a maximum workable level.

Recruitment. The first recruitment efforts for the continued sponsor arrangement were undertaken in March, 1979. Two meetings were held at the 4-C office on March 1 and 10. Invitations and an agenda were sent to all 46 day care centers licensed as non-profit in Louisville, Jefferson County. The first meeting was attended by four day care directors. Only one director attended the second meeting. After this unsuccessful recruitment experience, it was decided that future contacts would be made on an individual and personal basis. The director had indicated her plan to leave 4-C at the official end of the project in April. This required that individual recruitment contacts with centers be handled primarily by Elizabeth Grever, 4-C Pediatric Nurse Associate, who had been involved in the project's initial development.

The first centers contacted by Ms. Grever were 19 non-profit centers that were eligible, but not now participating in the Child Care Food Program. A number of these centers were church-operated facilities that had not previously received any outside funding. Three of these centers applied for the Child Care Food Program and were approved by the State for participation under 4-C sponsorship. As of July, 1979, two other centers are in the process of preparing application forms.

Ms. Grever also contacted ten centers that were already in the Child Care Food Program, but not under 4-C sponsorship. One of these centers joined the 4-C program. As of July 1, 1979, 4-C was sponsor for 19 centers with two applications pending. Although this number of centers is sufficient to support the administrative staff needed, recruitment contacts continue to be made.

Budget and Financing. The continued sponsorship arrangement through 4-C will cost approximately $34,372 per year. Included in this cost are the services of a full-time dietitian, a full-time clerk-typist, a part-time bookkeeper and support services and materials. Staff are expected to spend two-fifths of their time on a developmental project to recruit family day care homes financed through the State Department of Education. The other three-fifths of staff time are to be spent on recruiting and monitoring centers participating in the continued sponsorship arrangement. This remainder of the program budget (approximately $21,000) is to be financed through charges levied directly on participating centers. It is this aspect of the program which has significant financial impact on project replication.

It was decided by 4-C staff that charges for project participation should be based on some concept with which the center could readily identify. It was further decided that the formula developed earlier would not be of value until there had been at least six months experience in the Child Care Food Program for each participating center. It was also felt that simply dividing the $21,000 budget requirement by the 19 participating centers would not be fair or feasible. Several centers only received reimbursement for a few children under the lowest reimbursement category. A charge calculated by equal division would be more than the small center received monthly.

After consideration by 4-C staff, an alternative calculation method was developed. The highest reimbursement category is free under current Child Care Food Program regulations. This category was the largest single grouping of children served across centers. It was reasoned that a proportion calculation based on the total number of all children claimed under the free category divided into the number of free children claimed by a particular center times the proposed sponsor budget would yield a feasible charge. If no free children were served, a charge of 1% of the sponsor budget was levied. These calculations were done for all 19 centers and were communicated to them via telephone and/or letter. Those centers who served few children in the free category immediately agreed the charge was fair. Those centers who served the majority or all children from the free category required additional persuasion to remain in the program. In no case did a charge to a center exceed 10 percent of their anticipated reimbursement.

Charges to the centers will go into effect with the July reimbursement.

SUMMARY

Based on the experience of the project, 4-C considers that it will be possible to continue the sponsorship arrangement supported entirely through Child Care Food Program reimbursements. The formula developed as a part of the project will be used to update charges levied against participating centers. There may be some additional refinement of the formula as the project grows. Efforts to attract centers into the program will continue until the maximum service level of thirty centers is reached. It has been the experience of 4-C that compliance with USDA regulations can be adequately monitored for fifteen centers with two and one-half staff persons.

CHAPTER 9

FINDINGS AND CONCLUSIONS

Objective 1 - Were the services of a sponsoring organization as outlined in Child Care Food Program regulations provided to participating centers? Did those services meet regulatory minimums?

One of the first difficulties experienced by 4-C was in the hiring of a project director. The position required the rare combination of a highly skilled dietetic technician and a strong administrative background. 4-C was fortunate to find Lois Reed after an extensive and far-reaching search effort. Organizations considering duplication of this project should first determine whether there are sufficient staff available with the necessary skills. Insufficiently qualified staff will have a directly negative bearing on the success of the organization's Child Care Food Program.

One of the project findings was that a full-time dietitian and clerk-typist with the assistance of a part-time bookkeeper could adequately consult with, train, set-up systems for, and monitor no more than 15 new centers at a time. For this reason, the continued 4-C sponsorship arrangement set a maximum number of 30 participating centers. This maximum is only workable if at least one-half of the participating centers have had some previous contact with the Child Care Food Program and its requirements.

Another finding of the project was that the amount of time necessary to assure a center's compliance with CCFP requirements bore no relation to the size of the center or the number and types of meals served. Time spent by project staff was determined largely by the center director's and food preparation staff administrative and record-keeping skills. Organizations that duplicate the project probably will find that more staff time will be spent in technical assistance with those centers that have a history of inadequate record-keeping.

In order for a sponsoring arrangement to be truly successful, it must maintain the approval and goodwill of Stage-agency personnel responsible for the CCFP. 4-C was fortunate to have made good contacts with State agency personnel prior to the beginning of the program and to have retained their approval. Kentucky Department of Education personnel, Pauline Johnson and Redwood Taylor, were exceptionally helpful in providing the interpretive assistance this project needed. For any organization wishing to duplicate this project, we must stress that contacts to State personnel should be made on a personal basis and in a routine manner - not just when a crisis occurs.

At the beginning of the project, staff found that most centers were keeping only minimal records. None of the centers were keeping the inventory which was required by Child Care Food Program regulations. Project staff also found that although the State provided centers with a number of forms and instructions for inventory and cost accounting, it was still necessary to develop even more specific forms. (The project director found the State's form, Menu and Production Record Worksheet (1977), to be difficult to use. After a trial run the form was revised by the State in 1978 and used by the project)

The project has been through both a program and a fiscal audit by State representatives of the Child Care Food Program. Reports of the findings of these audits were not available at the time of publication of this report. It can be said, however, that the 4-C project made an effort to follow not only the letter but the spirit of Child Care Food Program regulations. Centers were monitored on a regular monthly basis, and the project dietitian was available on call for consultative assistance. In its role of monitor, 4-C project staff found that the quality of monitoring is directly dependent on the qualifications of the monitor. Consequently, the monitor must understand the reasons for regulations to do an effective job.

Objective 2 - Did the project implement any cost-effective measures which would assure continued financial support?

The project found that the quantity buying of meats for centers had the greatest effect on reducing food service costs. As reported in Chapter 4, quantity buying of meats saved the centers approximately 40 percent over regular retail costs. Prior to their participation in the 4-C project, a number of the centers were purchasing meat through retail outlets. Consequently, the net savings of 40% is a valid figure. Since groceries and dairy products represent a smaller share of a center's food dollar, savings through quantity buying of these items were not enough to adequately offset administrative costs.

It is expected that within a year, administrative staff costs will be totally supported by pro-rata portions of center reimbursements. It is additionally expected that this charge can be levied without sacrificing either the quantity or quality of food served to children. This can be done as long as the quantity buying program savings approach 20 percent at wholesale and if the charge to centers can be held to 10 percent of their reimbursement or less. If costs fall outside these two parameters, appropriate changes will be instituted.

The project did develop a formula for determining the size of the charge for participation to centers. This formula, as described in Chapter 8, does assure a balance between payment and services received when those services are defined in terms of number and type of meals served. The formula can be extremely useful in producing equitable participation charges when and if adequate experiential data are available.

Objective 3 - Did the project develop and/or test training modules to be used by other sponsoring organizations?

The 4-C project recruited participating centers with a variety of funding sources so that findings would be more widely applicable. It can be safely said that the training, formal education, and experience of participating center's food preparation personnel were just as varied. This variety of experiences provided a continuing challenge to project staff to develop training materials suitable for group presentation.

Participating centers were invited to attend monthly training sessions. These sessions were offered on a variety of topics related to proper nutrition for children as listed in Chapter 6. The project director developed modules for each training session based on her observation and evaluation of the skills of participating center's food preparation personnel. The project timetable initially allowed six months for the director's assessment of center needs. Someone working with centers with which they are already familiar might require less assessment time.

Project training materials were developed by staff as needed for each session. A sample of the kind of materials developed is included in Appendix E. Both pre and post tests were given to session participants to help determine the short-term impact of the training sessions. State-developed training modules were not available, but national commercially-prepared modules were used and evaluated. Project staff found that some commercial materials were very useful, but that none of them could serve as the sole training device on any topic.

4-C may later print a manual of training materials which were developed by the project, but which are not now in publishable form.

Objective 4 - Did the project determine time and resource requirements needed to follow regulated procedures?

As stated earlier, the project found that a full-time dietitian, full-time clerk-typist, and part-time bookkeeper were adequate to provide all required services to 15 centers. The time actually used for various procedures is included in the chapters along with the activity.

The project found that the human element inevitably produced some mistakes in record-keeping and documentation. Mistakes were reduced as the skill and knowledge of project staff improved, regarding Child Care Food Program requirements. However, there was a level below which the frequency of mistakes would not fall. It is expected that the State-agency audits will point this out more specifically.

Objective 5 - Did the project set-up mechanisms to insure on-going coordination with existing local agencies?

The project director was a member and officer of the Louisville Dietetic Association. Consequently, many project activities were publicized to the community through this group. "Nutrition Week" each year of the project involved a major display of children's nutrition-related creative works at local shopping malls. This kind of publicity helped to increase the awareness of both the centers and the general public of the virtues of the 4-C project, and the importance of good nutrition.

The project director also served on State level nutrition committees. Coordination efforts were undertaken with other groups, when appropriate. Many of these contacts developed solely as a result of the personality of the project director. All positive contacts did not end with the project, however, because of the existence of the umbrella agency - 4C. The Health and Nutrition Committee of the 4-C Board of Directors continues to serve as the prime initiative and coordinative mechanism.

Summary

In conclusion, the 4-C project met all its objectives and performed all essential activities. Organizations wishing to replicate the 4-C project will find their job easier if they do several things. These are:

1. hire the best qualified project director available;
2. keep staff employed to the minimum level needed for efficient program operation;
3. keep the number of participating centers new to the Child Care Food Program below fifty percent of all participating centers;
4. consider on-going contacts with State agency personnel mandatory;
5. allow adequate time to assess the training needs of and effectively monitor participating centers; and
6. provide time within the project to build a base of community support for all activities.

CHAPTER 10

SUMMARY

Developing the Role of a Sponsoring Organization

The program described in detail in this report was developed to improve nutritional services to 2,146 infants and pre-school children enrolled in 15 area day care centers, by developing the role of a Sponsoring Organization for multiple sites, and by developing standards of expectations for other Sponsoring Organizations under the Child Care Food Program. Services offered to the centers included: maintaining CCFP records, menu consultation, a quantity buying program, nutrition education for day care center staff, kitchen planning assistance and implementation of infant feeding programs. Services offered to the Kentucky Division of School Food Services included: monthly monitoring of centers by 4-C, the provision of on-going program management, the reimbursement of food service costs in one consolidated payment, and the presentation of Nutrition Education workshops to center staff.

In each of these areas the Project Director attempted to educate and train the day care personnel, children and parents. The project was directed by a dietitian with the assistance of a secretary, bookkeeper, and graduate students from the University of Louisville. 4-C staff provided administrative services and coordination with other projects.

The Record-Keeping Responsibilities of the Sponsoring Organization

Centers participating in the Child Care Food Program must have a non-profit status and be licensed by the Kentucky Department for Human Resources. Both monthly and yearly records must be maintained on file at the office of the Sponsoring Organization.

These records include:

Yearly	Monthly
Child Care Food Program Agreement	Daily Meal Count
Management Plan	Reimbursement Category
Policy Statement	Labor Cost
Application for Participation	Inventory
Individual Site Forms	Monthly Food Costs
Family Size and Income Forms	Non-Food Costs
Tax Exemption Number	Grocery Ticket Forms
Copy of Center's License Renewal	Copy of all Invoices
	Record of Expenditures
	Work Sheets

The project director, assisted by the clerk-typist, and bookkeeper, coordinated a workable system for taking inventory at each center, calculating food costs, and preparing the Child Care Food Program reimbursement forms. At the beginning of the program, it took six hours per center to initiate the record-keeping system. Eleven months later, the total time had been reduced to two hours per center. At the end of the project, two hours was still needed to efficiently complete the system.

As the Sponsoring Organization under the Child Care Food Program, 4-C improved the record-keeping system that was required by law. Under this system, all food program records were kept current and were retained at one location. Since the 4-C bookkeeper was responsible for the preparation of the Child Care Food Program reimbursement forms, each director was freed of this responsibility. In addition, 4-C was a liaison between the centers and the state.

The Menu Planning Program Component

Good menu planning requires an understanding of children's needs, careful management of time and money, and imagination on the part of the director or food service manager. Money, time, energy, knowledge, skills, and abilities influence the types of food prepared at day care centers.

When planning menus for children, plan to include a variety of foods prepared in different ways. Include food combinations acceptable to children, foods that are easily managed, combinations of mild flavors with strong ones, and colors that blend well. Consideration in menu planning should be given to the food habits of the children, special occasions, and seasonal changes as well.

The steps needed to plan menus are:

1. Plan the meat and meat alternate.
2. Choose the vegetables and fruits.
3. Select a variety of breads.
4. Include milk.
5. Add desserts and other foods as needed.

Because each center expressed specific cultural and regional preferences, it was decided that each center should individually plan its own menu with consultative assistance from the project director.

Two workshops were held to provide day care directors and food service workers with guidelines for menu planning. Private consultation and review of menus was provided in each center. A checklist was developed to evaluate the menus after they were written.

A menu rating system was established by the project director. This system allowed the participating day care centers to be ranked relative to each other and provided a means of quantifying each day care center's improvements. Before the 4-C Nutrition Program, only 60 percent of the participating day care centers were meeting the

Child Care Food Program regulations. After workshops and individual consultation, all the day care centers were meeting the Child Care Food Program requirements. Eight-six percent of the day care centers showed a marked positive change of twenty-seven percent (27%) in its menu planning after individual consultation. Areas with the most marked improvement included new foods, special foods, and seasonal foods. The time spent by the project director in menu consultation at each center depended upon the educational level, past experience, and interest of the director and food service worker.

Quantity Buying Program Component

Quantity buying is the ability of a large organization to purchase in bulk, and, as a result receive lower prices from purveyors. Through quantity buying, day care centers can increase the variety, quality and quantity of foods being served.

The steps involved in establishing a quantity buying program include: Compiling the list of food items used by the centers, indicating the quantity of each needed, writing detailed food specifications, selecting reputable purveyors, submitting bid requests to the local news media and interested purveyors, and conducting a bid reading.

During the project, five quantity programs were explored. Two were initiated. The meat and grocery buying programs were initiated by December, 1977 and have continued since that time. Projects beginning quantity buying can reasonably expect a savings of approximately 20% on these items. Quantity purchase of milk, produce and bread was not initiated due to limited refrigeration, limited delivery service and the need to buy in bulk. It was felt these programs could readily be started if at least 30 centers participated in the program.

Food Service Equipment Program Component

Kitchens should be planned efficiently to provide economical operation of the food service and to assure that the food is conveyed to children quickly and at proper temperature.

Non-profit day care centers can be reimbursed for up to 75 percent of the total equipment cost and especially needy centers, that is, those serving a large majority of low-income children, may receive 100 percent funding. These funds are made available from the U.S. Department of Agriculture to each State Educational Agency. To be eligible, the center must have no equipment, or inadequate equipment. Information on the Food Service Equipment Program may be obtained from your State Department of Education. It is the responsibility of the Sponsoring Organization to assess each center's needs, make recommendations, write equipment specifications, request bids, assist in requesting funds from the State Agency, and represent centers as contact persons.

During the 4-C Nutrition Program, the project director evaluated each day care center's kitchen for efficiency and recommended supplemental equipment for 11 of the 15 day care centers. The 4-C project director was responsible for locating available funds for equipment, and submitting bid requests to vendors. Over the two-year period, $41,374 was spent for kitchen equipment. Of this total, $39,683 was provided by monies made available from the Food Service Equipment Program.

The Sponsoring Organization's Role as Trainer and Monitor

The Child Care Food Program regulations require that the Sponsoring Organization periodically visit each day care center to monitor its compliance with the Child Care Food Program requirements. During the 4-C Nutrition Project, the project director visited each center monthly. During the visit, the Sponsor reviewed the menus and observed the procedures used during food preparation, meal time, sanitation, storage, and safety. A list of questions was developed to use as a guide during these visits. In addition, the monitor checked to see that nutrition education for the children is included in the day care curriculum, and that the day care staff are given opportunities to attend nutrition workshops. In addition, monthly workshops were held for the food service workers. When requested, additional workshops were presented to day care staff and parents.

Infant Feeding Program Component

Before the implementation of the 4-C program only one center provided food for infants in their care. Other centers required parents to supply food and formula each day. During the project four centers initiated an infant feeding program and the baby food and formula were supplied by the day care center.

Infant food may be prepared with the other children's food and removed before seasonings are added. The infant room staff can process the food in a blender immediately before serving. Centers that do not have blenders or other facilities for adequate preparation may purchase pureed foods in number 303 cans. Buying infant foods in individual jars is very expensive and should be avoided if possible.

Child Care Food Program regulations require that iron-fortified formula be used for infants up to eight months of age. The Project Director recommends that the 32 ounce ready-to-feed iron-fortified formula be used to eliminate errors in mixing and problems with sanitation.

In order to reduce costs it is recommended that a bid request for infant formula be submitted according to the bid procedures delineated in Chapter 4.

The infant feeding program was deemed a success by the parents as well as the care-givers. This program provided good nutrition for the infants and in addition, saved parents time and money. It assured the care-givers that adequate food was always available.

Exploring Project Support Through Center Reimbursements

Based on the experience of the project, 4-C considers that it will be possible to continue the sponsorship arrangement supported entirely through Child Care Food Program reimbursements. The formula developed as a part of the project will be used to update charges levied against participating centers. There may be some additional refinement of the formula as the project grows. Efforts to attract centers into the program will continue until the maximum service level of thirty centers is reached. It has been the experience of 4-C that compliance with USDA regulations can be adequately monitored for fifteen centers with two and one-half staff persons.

Findings and Conclusions

In conclusion, the 4-C project met all its objectives and performed all essential activities. Organizations wishing to replicate the 4-C project will find their job easier if they do several things. These are:

1. hire the best qualified project director available;
2. keep staff employed to the minimum level needed for efficient program operation;

3. keep the number of participating centers new to the Child Care Food Program below fifty percent of all participating centers;
4. consider on-going contacts with State agency personnel mandatory;
5. allow adequate time to assess the training needs of and effectively monitor participating centers; and
6. provide time within the project to build a base of community support for all activities.

Appendix A

CHILD CARE FOOD PROGRAM (CCFP) FORMS

Child Care Food Program (CCFP) - Agreement
Application for Participation
Site Information
Policy Statement
Management Plan
Family Size——Income
Record of Meals Served
Number of Free——Reduced——Paid
Expenditures for Direct Labor Costs
Record of Expenditures
Grocery Receipt Form
Inventory
Menu and Food Production Record
Report and Claim for Reimbursement

FORM SECTION 17

KENTUCKY
(8-77)

KENTUCKY DEPARTMENT OF EDUCATION
DIVISION OF SCHOOL FOOD SERVICES
PHONE (502) 564-4390
FRANKFORT, KENTUCKY 40601

AGREEMENT

CHILD CARE FOOD PROGRAM

INSTRUCTIONS: (1) SIGNING OF AGREEMENT: Two copies of this Agreement must be signed and submitted with the Application for Participation (Form Section 17-1) to the Division of School Food Services. (2) USE OF SCHEDULE A: The Sponsoring Organization must enter the name and location of each site (same as Item 2 of Section 17-2) in Schedule A of this Agreement. An approved copy will be returned for the files of the Sponsoring Organization.

CODE NUMBER (For State Agency Use) 056 | T30 | 999

NAME, STREET AND MAILING ADDRESS OF SPONSORING ORGANIZATION SAME AS ENTERED ON APPLICATION FOR PARTICIPATION

Community Coordinated Child Care
1355 South Third Street
Louisville, Kentucky 40208

In order to effectuate the purpose of Section 17 of the National School Lunch Act as added by Public Law 94-105 and the regulations governing the Child Care Food Program issued thereunder (hereinafter referred to as the "Program"), the Kentucky Department of Education (hereinafter referred to as the "State Agency") and the Sponsoring Organization whose name and address appear above, acting on behalf of each site listed on Schedule A of this Agreement, covenant and agree as follows:

THE STATE AGENCY AGREES THAT: to the extent of funds available, it shall reimburse the Sponsoring Organization in connection with meals served to children at the sites listed in Schedule A during the period hereinafter stated. During any fiscal year, the amount of reimbursement for meals on behalf of each site shall not exceed the lesser of (1) an amount equal to the claiming percentage as defined in Schedule A applied to the number of meals by type, served to children, multiplied by the rates assigned by the State Agency as shown on Schedule A, or such other rates as may be subsequently assigned by the State Agency, or (2) the total operating costs of the food service less cash income to the food service program.

APPROVED

THE SPONSORING ORGANIZATION REPRESENTS AND WARRANTS THAT it is (1) the governing body responsible for the administration of the sites listed on Schedule A of this Agreement, and (2) it is a nonprofit organization that has tax exempt status under Section 501 (C) (3) of the Internal Revenue Code of 1954, or is moving toward compliance with the requirements for tax exempt status (i.e. have filed a letter or application with IRS), or is participating in another Federal Program which requires nonprofit status, (3) all child care centers and/or family day care homes listed in Schedule A have State or local governmental licensing as a child care institution or, have standards that are no less comprehensive than the Federal interagency day care requirements, (4) will provide organized child care for children in non-residential, non-school situations, and in order to qualify for reimbursement under this Agreement, in conducting the food service in the sites listed in Schedule A it will:

1. Accept final financial and administrative responsibilities for the conduct of a food service under this part and for administrative responsibilities for each family and group day care home and child care center under its jurisdiction.
2. Obtain family-size and income information on enrolled children and report such information to the State Agency for reimbursement purposes. If such information is not on hand or obtainable from other sources, such as local welfare offices, they shall require parents of enrolled children to submit an affidavit certifying family size and income . Sponsoring Organizations shall obtain total information for all homes and centers under their jurisdiction.
3. Submit a management plan for review and approval by the State Agency in accordance with § 226.6(2)
4. Operate a nonprofit food service and use income accruing to its food service operation only for program purposes.
5. Serve meals which meet the minimum nutritional requirements specified in Schedule B of this Agreement, during a period designated as the attendance period by the service institution;
6. Claim reimbursement only for the type or types of meals specified in the agreement and at the rates specified in Schedule A of this Agreement or at such other rate as the State Agency may subsequently assign;
7. Submit claims for reimbursement in accordance with procedures established by the State Agency;
8. Maintain, in the storage, preparation, and service of food, proper sanitation and health standards in conformance with all applicable State and local laws and regulations;
9. Purchase, in as large quantities as may be efficiently utilized in the Program, the foods designated as plentiful by the United States Department of Agriculture;
10. Accept and use as efficiently as possible commodity foods or cash in lieu of commodities in such amounts as may be provided in appropriations in accordance with Part 226.16 of Section 17 of the National School Lunch Act and Child Nutrition Act of October 1966 and in accordance with the provisions of Section 6 (e) of the National School Lunch Act;
11. Maintain necessary facilities for storing, preparing, and serving food;
12. Maintain a financial management system prescribed by the state agency and retain such records for a period of three years after the end of the fiscal year to which they pertain;
13. Upon request, make all accounts and records pertaining to the Program available to the General Accounting Office, U. S. Department of Agriculture, and the State Agency for audit or administrative review at a reasonable time and place. If audit findings have not been resolved, the records shall be retained beyond the three year period as required for the resolution of the issues raised by the audit;

Serve meals free or at a reduced price to all children eligible for free and reduced price meals in accordance with the State's family-size and income standards if the institution charges separately for meals;

15. Make no discrimination against any child because of his inability to pay the full price of the meals and assure that there will be no overt identification of any child by use of any special tokens or tickets or by any other means because of his inability to pay the full price.

16. Follow bidding procedures required in § 226.28 of the regulations if contracting with a food service management company, to provide meals, components of such meals or operate the site's feeding program in an amount of $2500 or above, to remain responsible for seeing that the feeding operation is in conformity with this Agreement as stated in Schedule C;

17. Subject to the approval of the school, an institution may utilize existing school food service facilities or obtain meals from a school food service facility and the pertinent requirements of this part shall be embodied in a written agreement between the service institution and the school. The institution shall maintain responsibility for all Program requirements set forth in this part. In the event that the school is receiving Federal assistance for its food service under the provisions of Parts 210, 215, 220 or 250 of this chapter, the agreement shall also provide that payments made to the school under the agreement shall be deposited into the school's nonprofit food service account and all expenditures made by the school in connection with the agreement shall be paid from such account.

Sponsoring Organization assures the Department that it now complies with, and shall in the future comply with, all requirements imposed by or pursuant to the Civil Rights Act of 1964 and the nondiscrimination regulations of the Department, as now or hereafter amended (7CFR Part 15), to the end that no person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under the Program of activity of the institution to which assistance is provided by the Department. The Institution understands that this nondiscrimination provision applies to admissions and recruitment policies. Federal financial assistance under this Agreement is extended in reliance on the representation made herein as to nondiscrimination. This nondiscrimination assurance shall obligate the Institution as long as assistance is provided hereunder or it retains possession of any assistance otherwise provided by the Department. In case of failure of the Institution to comply with this nondiscrimination assurance, the United States has the right to seek its enforcement by judicial or other means.

THE STATE AGENCY AND SERVICE INSTITUTION MUTUALLY AGREE THAT:

1. Schedule A of Page 4 hereof, listing sites approved by the State Agency, shall be a part of this Agreement;

2. Sites may be added or deleted from Schedule A as need arises, (Institutions will submit for approval Site Sheets for additional site(s) and request in writing for site deletion) and the references herein to Schedule A shall be deemed to include such schedule as supplemented and amended;

3. The State Agency shall promptly notify the Sponsoring Organization of y change in the minimum meal requirements or in the assigned rates of reimbursement (which appear on Schedule A) or in other approved reimbursement.

4. For the purpose of this Agreement, the following terms shall mean respectively:

A. Child Care Center means any licensed, nonschool, public or private nonprofit organization providing day care services where children are not maintained in permanent residence, including but not limited to day care centers settlement houses, after school recreation centers, neighborhood centers, Head Start centers, and organizations providing day care services for handicapped children.

B. Family and group day care home means a licensed organized day care program for children in a private home under the auspices of a public or nonprofit private sponsoring organization.

C. Sponsoring organization means any public or private nonprofit organization which is an independent entity responsible for the management of the food program in one or more child care centers or family and group day care homes.

D. Institution means a child care center as defined in 4. A. or a sponsoring organization as defined in 4. C.

E. Family means a group of related or nonrelated individuals who are not residents of an institution or boarding house, but who are living as one economic unit.

F. Children means persons under 19 chronological years of age.

G. Secretary means the Secretary of Agriculture.

H. State's family-size income standards means the standards prescribed annually by the State on the basis of the Secretary's income poverty guidelines, for establishing eligibility for free and reduced price school meals under the National School Lunch Program and the School Breakfast Program.

I. FIDCR means the Federal interagency day care requirements which were approved by the Department of Health, Education and Welfare, the Office of Economic Opportunity and the Department of Labor, on September 23, 1968, for child care centers and family and group day care homes.

J. Claiming percentage means the ratio of the number of enrolled children in an institution in each reimbursement category (free, reduced price, paid) to the total number of enrolled children in the institution.

K. Fiscal year means a period of 12 calendar months beginning with October 1 of any calendar year and ending with September 30 of the following calendar year.

L. Operating costs means the cost of obtaining, preparing and serving food including (1) labor directly involved in the preparation and service of food (2) depreciation for nonexpendable food service equipment, (3) cost of nonfood supplies and (4) administrative costs related to planning, organizing, and supervising the Program during a given reporting period, but excluding the cost of the purchase of land, acquisition or construction of buildings, or alterations of existing buildings and excluding interest costs.

M. Milk means pasteurized fluid types of unflavored or flavored whole milk, lowfat milk, skim milk, or cultured buttermilk which meet State and local standards for such milk except that, in the meal pattern for infants (0 to 1 year of age) "milk" means unflavored types of whole fluid milk or an equivalent quantity of reconstituted evaporated milk which meet such standards.

RECORDKEEPING REQUIREMENTS

The institution shall keep full and accurate records respecting its food service to serve as a basis for the claim for reimbursement and for audit and review purposes. The records to be kept including the following:

1. Meals.
   - a. Daily number of meals served to children, by type of meal. (breakfast, lunch, supper or supplement)
   - b. Daily number of meals served to adults, by type of meal. (breakfast, lunch, supper or supplement).

2. Program Income (Receipts)
   - a. From Federal reimbursement.
   - b. From Childrens' payments.
   - c. From Adults' payments.
   - d. From all other sources not listed in a, b or c above which are identified for use in the food service.

3. Program Expenditures.
   - A. For institutions claiming operating costs:
     - a. For Food.
     - b. For Labor.
     - c. For Nonfood supplies.
     - d. For administration expenses (related to planning, organizing, and supervising the Program)
     - e. For depreciation of non-expendable food service equipment.
     - f. For Purchased Services.

   An institution claiming operating costs may elect to claim for some of the categories; however, full and accurate records must be maintained for any category claimed.

   - B. For institutions claiming only food costs:
     - a. For Food.
     - b. For direct costs in processing, distributing, transporting, storing, or handling food.

4. Administration
   - a. Licensing status
   - b. Tax-exempt status
   - c. Family-size income data on families of enrolled children
   - d. Documentation of periodic visits to child care centers or family day care centers to monitor compliance. This requirement pertains only to institutions administering more than one child care center or family day care home.

The total reimbursement for meals served to any institution shall not exceed the operating cost of the institutions' food service, less cash income to the program, or assigned rates based on the claiming percentages established for the institution multiplied by the number of meals, whichever is lesser.

6. This Agreement shall be effective with respect to meals served during the period commencing the 1st day of October, 19 77, and ending the 30th day of October, 19 78, unless terminated earlier as herein provided. The State Agency's Agreement to reimburse the Sponsoring Organization is conditioned upon the continued availability of funds appropriated for child care food program purposes for such period of operation or upon the appropriation of funds by the Congress in a sufficient amount for such period of operation, and no legal liability on the part of the Government for the payment of any money shall arise unless and until such appropriation shall have been provided.

7. This Agreement may be terminated upon ten (10) days written notice on the part of either party hereto, and the State Agency may terminate this Agreement immediately after receipt of evidence that the terms and conditions of this Agreement and of the regulations governing the Program have not been fully complied with by the Sponsoring Organization. Any termination of this Agreement by the State Agency shall be in accord with applicable laws and regulations. No termination or expiration of this Agreement, however, shall effect the obligation of the Institution to maintain and retain records and to make such records available for audit.

8. Sponsoring Organizations approved for participation shall operate their food service in accordance with the provisions of this part and any instructions and handbooks issued by FNS or the State Agency which are not inconsistent with the provisions of this part.

9. The terms of this Agreement shall not be modified or changed in any way other than by the consent in writing of both parties hereto.

THE REPORTING AND/OR RECORDKEEPING REQUIREMENTS CONTAINED HEREIN HAVE BEEN APPROVED BY THE OFFICE OF MANAGEMENT AND BUDGET IN ACCORDANCE WITH THE FEDERAL REPORTS ACT OF 1942.

SIGNATURE ON BEHALF OF SPONSORING ORGANIZATION
By Patricia A. Murrell
Title Executive Director
Date September 13, 1977

KENTUCKY DEPARTMENT OF EDUCATION
By Redwood Taylor
Title Director, School Food Services
Date October 24, 1977

FORM SECTI

(Page 4 of 7)

SCHEDULE A

SITES IN WHICH THE PROGRAM WILL OPERATE

Site Number (From Site Sheets)	Name of Site	Address of Site		FOR AGENCY USE ONLY MEALS APPROVED BREAKFAST	AM SUPPLEMENT	LUNCH	PM SUPPLEMENT	SUPPER
1.	Baptist Day Care Center	400 E. Chestnut St.	Lou.	—	✓	✓	✓	—
2.	California Family Dev. Ctr.	1600 W. St. Catherine	Lou.	✓	✓	✓	✓	—
3.	Crescent Hill Day Care	1947 Frankfort Ave.	Lou.	✓	✓	✓	✓	—
4.	Green Acres Day Care	5189 Poplar Level Rd.	Lou.	—	✓	✓	✓	—
5.	Highland Day Care Center	1415 Bardstown Rd.	Lou.	—	✓	✓	✓	—
6.	Iroquois Child Care Center	1600 Squires Drive	Lou.	✓	✓	✓	✓	—
7.	Little Saints Day Care	1034 So. Jackson	Lou.	✓	✓	✓	✓	—
8.	Vine Street Baptist Day Care	960 Vine Street	Lou.	✓	✓	✓	✓	—
9.	Manly Comprehensive Child Care	1080 So. 7th St.	Lou.	✓	✓	✓	✓	—
10.	Presbyterian Child Dev.	760 So. Hancock	Lou.	✓	✓	✓	✓	—
11.	Saint Benedict Center	2323 Osage	Lou.	✓	—	✓	✓	—
12.	Mini-Versity Day Care	306 So. 9th St.	Lou.	✓	✓	✓	✓	—
13.								
14.								
15.								
16.								

approved according to established claiming percentag

(If more space is needed, attach additional list to this Schedule.)

Current assigned rates of reimbursement are as follows:

	Paid	Reduced Price	Free
Breakfast	11.25¢	32.25¢	39.25¢
Lunch/Supper	25.75¢	78.75¢	88.75¢
Supplements	5.75¢	17.25¢	23.00¢

These rates include cash in lieu of commodities (11.75 cents) per lunch and supper served.

110

111

HOWEVER, actual reimbursement is made on claiming percentages established by the State Agency, based on the number of enrolled children from families meeting the state's family-size income standards for free school meals, for reduced price school meals, and for paid meals as reported by the sponsoring organization. Assigned rates may be changed by the State Agency. The total reimbursement for meals shall not exceed an amount equal to the total number of meals, by types, served to children during the term of this Agreement times the maximum rates, or the operating cost of the food service operation during the term of this Agreement, whichever is lesser.

SCHEDULE B

REQUIREMENT FOR MEALS - CHILD CARE FOOD PROGRAM

1. Sites participating in the Child Care Food Program shall serve one or more of the following types of meals:
   - a. Breakfast
   - b. Lunch
   - c. Supper
   - d. Supplemental food served between such other meals, except that supplemental food shall not be approved for reimbursement if the institution also participates in the Special Milk Program for Children.

2. Except as otherwise provided in this Schedule, each meal shall contain, as a minimum the food components as follows:

   a. A breakfast shall contain:

   (1) A serving of fluid milk as a beverage, or on cereal, or used in part for each purpose.

   (2) A serving of fruit or vegetable or both or full-strength fruit or vegetable juice.

   (3) A serving of whole-grain or enriched bread; or an equivalent serving of cornbread, biscuits, rolls or muffins, etc., made of whole-grain or enriched meal or flour; or a serving of whole-grain cereal or enriched or fortified cereal or an equivalent quantity of any combination of any of these foods.

   b. A lunch or supper shall contain:

   (1) A serving of fluid milk as a beverage.

   (2) A serving of lean meat, poultry or fish; or cheese; or an egg; or cooked dry beans or peas; or peanut butter; or an equivalent quantity of any combination of any of these foods.

   (3) A serving of two or more vegetables or fruits, or a combination of both.

   (4) A serving of whole-grain or enriched bread; or an equivalent serving of cornbread, biscuits, rolls, muffins, etc., made of whole-grain or enriched meal or flour.

   c. Supplemental food shall include:

   (1) A serving of fluid milk or full-strength fruit or vegetable juice, or fruit or vegetable or an equivalent quantity or any combination of these foods.

   (2) A serving of whole-grain or enriched bread or an equivalent serving of cornbread, biscuits, rolls, muffins, etc., made of whole-grain or enriched meal or flour or a serving of whole-grain or enriched or fortified cereal or an equivalent quantity of any combination of these foods.

When infants ages up to 1 year participate in the Program an infant me[illegible]ll be offered. Foods within the infant meal pattern shall be of texture and consistency appropriate for the particular age group being served. The total amount of food authorized in the meal patterns set forth below must be provided to the infant in order to qualify for reimbursement but may be served during a span of time consistent with the infant's eating habits. The infant meal shall contain, as a minimum, each of the following components in the amounts indicated for the appropriate age group.

(1) Age 0 up to 4 months:

(a) Breakfast - 4-6 ounces of infant formula; (any iron-fortified infant formula intended for dietary use solely as a food for normal healthy infants)

(b) Lunch or supper - 4-6 fluid ounces of infant formula; 0-1 tablespoon of infant cereal; 0-1 tablespoon of fruit or vegetable of appropriate consistency or a combination of both.

(c) Supplemental food - 4-6 fluid ounces of infant formula.

(2) Age 4 up to 8 months:

(a) Breakfast - 6-8 fluid ounces of infant formula; 1-3 tablespoons of infant cereal.

(b) Lunch or supper - 6-8 fluid ounces of infant formula; 1-2 tablespoons of infant cereal; 1-2 tablespoons of fruit or vegetable of appropriate consistency or a combination of both; 0-1 tablespoon of meat, fish, poultry or egg yolk or 0-½ ounce (weight) of cheese or 0-1 ounce (weight or volume) of cottage cheese or cheese food or cheese spread of appropriate consistency.

(c) Supplemental food - 2-4 fluid ounces of infant formula or full-strength fruit juice; 0-½ slice of crusty bread or 0-2 cracker-type products made from whole-grain or enriched meal or flour that are suitable for an infant for use as a finger food when appropriate.

(3) 8 months up to 1 year:

(a) Breakfast - 6-8 fluid ounces of infant formula, or 6-8 fluid ounces of whole fluid milk and 0-3 fluid ounces of full-strength fruit juice; 2-4 tablespoons infant cereal.

(b) Lunch or supper - 6-8 fluid ounces of infant formula, or 6-8 fluid ounces of whole fluid milk and 0-3 fluid ounces of full-strength fruit juices; 3-4 tablespoons of fruit or vegetable of appropriate consistency or infant cereal or combinations of such foods; 1-4 tablespoons of meat, fish, poultry, or egg yolk or ½-2 ounces (weight) of cheese or 1-4 ounces (weight or volume) of cottage cheese or cheese spread of appropriate consistency.

(c) Supplemental food - 2-4 fluid ounces of infant formula or whole fluid milk or full-strength fruit juice; 0- ¼slice of crusty bread or 0-2 cracker type products made from whole-grain or enriched meal or flour that are suitable for an infant for use as a finger food when appropriate.

[illegible] minimum amounts of component foods to serve at meals set [illegible]rth in paragraphs 2 (A), (B), and (C) of this section are as follows:

(1) Age 1 up to 3:

(a) Breakfast - ½ cup of milk; ¼ cup of juice or fruit; ½ slice of bread or equivalent or ¼ cup (volume) or 1/3 ounce (weight) whichever is less, of cereal or an equivalent quantity of both bread and cereal.

(b) Lunch or supper - ½ cup of milk; 1 ounce (edible portion as served of lean meat, poultry, or fish, 1 ounce of cheese, or 1 egg, or ¼ cup of cooked dry beans or peas, or 2 tablespoons of peanut butter; ¼ cup of vegetables or fruits or both consisting of two or more kinds; ½ slice of bread or equivalent.

(c) Supplemental food - ½ cup of milk or juice, or equivalent quantity of fruit or vegetables; ½ slice of bread or equivalent.

(2) Age 3 up to 6:

(a) Breakfast - 3/4 cup of milk; ½ cup of juice or fruit; ½ slice of bread or equivalent or 1/3 cup (volume) or ½ ounce (weight) whichever is less, or cereal or an equivalent quantity of both bread and cereal.

(b) Lunch or supper - 3/4 cup of milk; 1½ ounces (edible portion as served) of lean meat, poultry, or fish, or 1½ ounces of cheese, or 1 egg, or 3/8 cup of cooked dry beans or peas, or 3 tablespoons of peanut butter; ½ cup of vegetables or fruits or both consisting of two or more kinds; ½ slice of bread or equivalent.

(c) Supplemental food - ½ cup of milk or juice or an equivalent quantity of fruit or vegetable; ½ slice of bread or equivalent.

(3) Age 6 up to 12:

(a) Breakfast - 1 cup of milk; ½ cup of juice or fruit; 1 slice of bread or equivalent or 3/4 cup (volume) or 1 ounce (weight), whichever is less, of cereal or equivalent quantity of both bread and cereal.

(b) Lunch or supper - 1 cup of milk; 2 ounces (edible portion as served, of lean meat, poultry, or fish, or 2 ounces of cheese, or 1 egg, or ½ cup of cooked dry beans or peas, or 4 tablespoons of peanut butter; 3/4 cup of vegetables or fruits or both consisting of two or more kinds; 1 slice of bread or equivalent.

(c) Supplemental food - 1 cup of milk or juice or equivalent quantity of fruit or vegetable; 1 slice of bread or equivalent.

Younger children of this group (age 6 up to 9) may be served lesser quantities of the foods (other than bread and milk) in the above types of meals, provided that the quantities are based on the lesser food needs of such children.

[illegible] 12 and over may be served adult-sized portions based on the greater food needs of older boys and girls.

To improve the nutrition of participating children over 1 year of age additional foods may be served with each meal as follow

(A) Breakfast: Include as often as practical an egg; or a 1- ounce serving (edible portion as served) of meat, poultry or fish; or 1 ounce of cheese; or 2 tablespoons of peanut butter or an equivalent quantity of any combination of these foods. Additional foods may be served as desired.

(B) Lunch or supper: Additional foods may be served as desired.

(C) Supplemental food: Include as often as practical a serving of meat or alternate such as peanut butter or cheese or other foods needed to satisfy appetites.

For purposes of the requirements outlined in this section a cup means a standard measuring cup.

If emergency conditions prevent an institution normally having a supply of milk from temporarily obtaining delivery thereof, the State agency may approve the service of breakfasts, lunches or suppers without milk during the emergency period.

The inability of an institution to obtain a supply of milk on a continuing basis shall not bar it from participation in the Program. In such cases, the State agency may approve service of meals without milk provided that an equivalent amount of canned, whole dry or nonfat dry milk is used in the preparation of the components of the meals set forth in paragraphs (2) (A), (B) and (C) of this section.

Substitutions may be made in food listed in paragraphs 2 (a) (b) and (c) of this section if individual participating children are unable, because of medical or other special dietary needs, to consume such foods. Such substitutions shall be made only when supported by a statement from a recognized medical authority which includes recommended alternate foods.

FNS may approve variations in the food components of the meals on an experimental or a continuing basis in any institution where there is evidence that such variations are nutritionally sound and are necessary to meet ethnic, religious, economic, or physical needs.

SCHEDULE C

BIDDING PROCEDURE - CONTRACTS - AGREEMENTS WITH FOOD MANAGEMENT COMPANIES AND SCHOOL FOOD AUTHORITIES

FOOD MANAGEMENT COMPANIES:

1. Any institution may contract with a food service management company (or other commercial enterprise) for the preparation of unitized meals, with or without milk. Any institution may employ a food service management company to operate its entire food service. An institution that so employs a food service management company shall remain responsible for seeing that the feeding program operation is in conformity with its agreement with the State agency. Any institution whose total expenditure under a Program agreement will exceed $2500 shall use a competitive bid procedure in the selection of a food service management company. Any public or private institution using a bid procedure shall, at a minimum, adhere to the following requirements:

   a. The proposed contract must be publicly announced at least once but may be published two or more times provided that one publication occurs not less than 7 days nor more than 21 days prior to opening;

   b. The bids must be publicly opened;

   c. The invitation to bid may not specify a minimum price;

   d. In the event the lowest bid is not accepted the service institution shall make available to the State agency the reason for selecting the food service management company chosen.

2. The institution and Food Service Management Company shall enter into a written agreement which shall expressly provide that:

   a. The institution shall provide the food service management company with a list of approved program participants and shall update the list as needed;

   b. The food service management company shall maintain such records (supported by invoices, receipts, or other evidence) as the institution will need to meet its responsibilities under this part, and shall report thereon to the institution promptly at the end of each month;

   c. The food service management company shall have State or local health certification and shall ensure that all health and sanitation requirements are met at all times;

   d. Any federally donated commodities received by the service institution and made available to the food service management company shall enure only to the benefit of the service institution's feeding operation, and shall be utilized therein.

   e. The books and records of the food service management company pertaining to the service institution's feeding operation shall be available for a period of 3 years from the date of submission of the final Claim for Reimbursement for inspection and audit by representatives of the State agency, of the U. S. Department of Agriculture, and the United States General Accounting Office at any reasonable time and place;

   f. The Meal Pattern Requirements in Schedule B shall be met for all meals;

   g. Unitized meals or meal components shall be delivered in accordance with a delivery schedule prescribed in the contract;

   h. Increases and decreases in the number of meal orders may be made by the institution daily within a period of prior notice mutually agreed upon;

   i. No payment shall be made for meals that do not meet nutritional requirements, are spoiled or unwholesome at time of delivery, or do not otherwise meet the requirements of the contract;

   j. The food service management company's charge to the institution shall be reduced to reflect the full volume of all federally donated foods at the time they are delivered to the food service management company. The full value of federally donated food shall include the distributing agency's established value of USDA donated foods, and all the institution's cost of obtaining such foods.

   k. Menus meeting the meal requirements in Schedule B shall be an integral part of each contract.

   l. Remedies for nonperformance shall be stipulated in each contract.

SCHOOL FOOD AUTHORITY:

3. Subject to the approval of the school, an institution may utilize existing food service facilities or obtain meals from a school food service facility, and the pertinent requirements of this part shall be embodied in a written agreement between the institution and the school. The institution shall maintain responsibility for all program requirements. In the event that the school is receiving Federal Assistance for its food service, the agreement shall also provide that payments made to the school shall be deposited in the school's nonprofit food service account and all expenditure made by the school in connection with such agreement shall be paid from such account.

4. The State agency will review and approve any contract between an institution and a food service management company or an agreement with a School Food Authority.

5. Nothing in this section shall prohibit an institution from contracting for the preparation and delivery of individual meal components.

FORM SECTION 17-1

Kentucky
(-77)

APPROVED

Kentucky Department of Education
DIVISION OF SCHOOL FOOD SERVICES
Frankfort, Kentucky 40601

APPLICATION FOR PARTICIPATION

Child Care Food Program

INSTRUCTIONS: Sponsoring Organizations complete in duplicate. Include information for ALL sites administered by Sponsoring Organization. Submit two copies. An approved copy will be returned for your files.

1. NAME, STREET AND MAILING ADDRESS OF SPONSORING ORGANIZATION

Community Coordinated Child Care
1355 South Third Street
Louisville, Ky. 40208

COUNTY Jefferson
PHONE NUMBER 502 636-1358

2. AGREEMENT NUMBER (State Agency Use Only)

056 T30 999

3. TYPE OF REIMBURSEMENT APPLYING FOR: (X one)

☒ Total Operating Cost ☐ Cost of Food Only

4. NAME AND TITLE OF Administrator or Authorized Representative who will sign the agreement.

Patricia Murrell

5. CHECK TYPE OF AGENCY:

A ☐ CAP Agency	B ☐ Headstart	C ☐ Church affiliated agency
D ☐ Day Care Inc.	E ☐ Settlement House	F ☐ Office of E.O.C.
G ☒ Other (Specify) Private Non-Profit		

6. IS THIS A PRIVATE INSTITUTION? ☒ YES ☐ NO

If "Yes", attach a copy of the letter from IRS documenting the tax exemption under 501 (C) (3) or explain what steps are being taken to secure IRS certification or document participation in another federally funded program requiring non-profit status.

7. NUMBER OF CHILDREN ENROLLED AT INSTITUTIONS UNDER YOUR ADMINISTRATION IN EACH OF THE FOLLOWING CATEGORIES: (Total of all sites)

a. Free Meals	b. Red. Price Meals	c. Not eligible for free or Red. Price Meals	d. Total Number of Children (a+b+c)
372	78	215	665

8. DESCRIBE SOURCE OF DATA USED TO DETERMINE THE FAMILY SIZE AND INCOME OF ENROLLED CHILDREN.

Family-size and Income Scale eligibility standards for free meals and reduced price meals (Revised July 1, 1977).

9. HAS THE HEALTH DEPARTMENT been notified of your intention to provide food service at those sites described on the "Site Information" forms. ☒ YES ☐ NO

10. NUMBER OF SITES WITH FOOD SERVICE UNDER YOUR ADMINISTRATION

A. Child Care Centers 12
B. Family & Group Homes ____
C. Total 12

11. A. Beginning Date October 1, 1977
B. Ending Date Sept. 30, 1978
C. Total Days of Operation 255

12. ESTIMATED BUDGET FOR FOOD SERVICE OPERATION AT ALL SITES UNDER YOUR ADMINISTRATION (Include only costs which will be claimed) ☒ MONTHLY ☐ ANNUAL

A. EXPENSES (Cash expenditures by Sponsor)

(1) ESTIMATED FOOD COSTS	
(a) Estimaged Cash Expenditures for FOOD	$ 8375.00
(2) ESTIMATED LABOR COSTS	
(a) Estimated Cash Expenditures for Food Service Operations. This includes the salaries of personnel directly involved in the preparing and serving of food	$ 5623.00
(3) ESTIMATED OTHER COSTS	
(a) Other program expenditures directly related to food program operation. (Amount paid for paper goods and clean-up supplies, etc.)	$ 578.00
(4) ESTIMATED PURCHASED SERVICES	
(a) Utilities, repair, etc.	$ 65.00
(5) ESTIMATED ADMINISTRATIVE COSTS	
(a) Administrative Labor	$ 0
(b) Supplies	$ 0
(c) Mileage	$ 0
(d) Other (Specify)	$ 0
TOTAL CASH EXPENDITURES	$ 14,641.00

B. ESTIMATED INCOME (Other than Federal reimbursement for meals)

(1) ADULT'S PAYMENT FOR FOOD	$ 0
(2) OTHER (Non-Federal)	$
(3) OTHER (Federal Grants)*	
FROM: TITLE XX	$
OEO	$
HEW	$
OTHER (Specify)	$
TOTAL (B1, B2 & B3)	$ 0

* IF RECEIVING A FEDERAL GRANT A COPY OF THE LINE ITEM BUDGET MUST BE SUBMITTED FOR REVIEW TO PREVENT DUPLICATION OF FEDERAL FUNDS.

13. METHOD BY WHICH MEALS WILL BE PROVIDED:

- ☒ A. Preparation at Food Service Site or Family Day Care Center
- ☐ B. Under Contract with Local School System
- ☐ C. Under Contract with Food Service Company
- ☐ D. Preparation by Sponsor at Central Location(s)
- ☐ E. Combination of the above checked methods (explain) ____________________

14. CONTRACTING WITH:

- ☐ Food Service Management Company
- ☐ School Food Authority
- ☒ Neither

15. DESCRIBE BID PROCEDURE USED IF CONTRACTING WITH FOOD SERVICE MANAGEMENT COMPANY FOR TOTAL FOOD EXPENDITURES OF $2500 OR MORE.

N/A

16. SPONSORING ORGANIZATION'S ADMINISTRATIVE PERSONNEL – ONLY Personnel involved with management, planning, and supervising the food service program. (DO NOT LIST PERSONS WHO PREPARE, SERVE, AND TRANSFER FOOD.)

(1) Title of Position	(2) No. personnel in that position	(3) No. of hours per day employee spends on food service	(4) Salary Per Hour or "V" for Volunteer	(5) Specific Food Service Program Duties
Director				
Clerk-Typist				
Bookkeeper				

Not claiming

17. Total Number of Food Service Administrative Personnel 3

18. ALL CENTERS HAVE BEEN VISITED AND HAVE THE CAPABILITY AND FACILITIES FOR THE MEAL SERVICE PLANNED FOR THE ANTICIPATED NUMBER OF CHILDREN TO BE SERVED. ☒ YES ☐ NO

19. ARE THE ARRANGEMENTS FOR PROVIDING FOOD SERVICE AT ALL SITES SUCH THAT ALLOWS THE SPONSORING ORGANIZATION FULL FINANCIAL AND ADMINISTRATIVE RESPONSIBILITY FOR CONDUCTING THE FOOD SERVICE OPERATION. ☒ YES ☐ NO

NO SPONSORING ORGANIZATION MAY BE APPROVED UNLESS IT ACCEPTS FINANCIAL AND ADMINISTRATIVE RESPONSIBILITY FOR EACH FAMILY AND GROUP DAY CARE HOME AND CHILD CARE CENTER UNDER ITS JURISDICTION WHERE IT PLANS TO CONDUCT A FOOD SERVICE – AS PROVIDED IN PART 226.9 (g) (1).

I CERTIFY THAT THE INFORMATION ON THIS APPLICATION AND IN THE ATTACHED SITE INFORMATION SHEETS (FORM SECTION 17-2) IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE: THAT REIMBURSEMENT WILL BE CLAIMED ONLY FOR MEALS SERVED TO CHILDREN AT APPROVED FOOD SERVICE SITES, AND THAT THESE SITES HAVE BEEN VISITED AND HAVE THE CAPABILITY AND FACILITIES FOR THE MEAL SERVICE PLANNED FOR THE NUMBER OF CHILDREN ANTICIPATED TO BE SERVED. I UNDERSTAND THAT THIS INFORMATION IS BEING GIVEN IN CONNECTION WITH THE RECEIPT OF FEDERAL FUNDS; AND THAT DELIBERATE MISREPRESENTATION MAY SUBJECT ME TO PROSECUTION UNDER APPLICABLE STATE AND FEDERAL CRIMINAL STATUTES.

DATE	TITLE	SIGNATURE OF AUTHORIZED REPRESENTATIVE
[illegible]ptember 17, 1977	Executive Director	Patricia A. Murrell

16. DESCRIBE ORGANIZED ACTIVITIES AT SITE. If such activities are held at other than food service site give location.

17. DESCRIBE THE FOOD SERVICE AREA INCLUDING THE FEEDING CAPACITY, REFRIGERATION AND STORAGE FACILITIES.

18. IF MEALS ARE DELIVERED, DESCRIBE THE MEANS OF COMMUNICATION WITH THE SPONSOR WHICH WILL BE USED TO ADJUST DAILY MEAL DELIVERIES, IN ACCORDANCE WITH THE NUMBER OF CHILDREN ATTENDING DAILY.

I CERTIFY THAT THIS SITE HAS BEEN VISITED AND THAT THE INFORMATION ON THIS FORM IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT THIS INFORMATION IS BEING GIVEN IN CONNECTION WITH THE RECEIPT OF FEDERAL FUNDS, AND THAT DELIVERATE MISREPRESENTATION MAY SUBJECT ME TO PROSECUTION UNDER APPLICABLE STATE AND FEDERAL CRIMINAL STATUTES.

DATE	TITLE	SIGNATURE OF AUTHORIZED REPRESENTATIVE

Form Section 17-2

Kentucky
(8-77)

Kentucky Department of Education
DIVISION OF SCHOOL FOOD SERVICES
Frankfort, Kentucky 40601

SITE INFORMATION

Child Care Food Program

INSTRUCTIONS: Complete in duplicate for each feeding site administered by the Sponsoring Organization. Attach two copies to Form Section 17- 1 "Application for Participation". An approved copy will be returned for your files.

SITE NO. ______

2. NAME, STREET AND MAILING ADDRESS OF FOOD SERVICE SITE:

COUNTY ____________________

PHONE NUMBER ____________________

3. NAME OF PERSON IN CHARGE AT SITE (Center Director)

1. NAME, STREET AND MAILING ADDRESS OF SPONSORING ORGANIZATION:

4. TYPE OF SITE:

- ☐ A. Recreation Ctr.
- ☐ B. Settlement House
- ☐ C. After School Rec. Prog.
- ☐ D. Family & Group Day Care Home
- ☐ E. Day Care Center
- ☐ F. Kindergarten
- ☐ G. Headstart
- ☐ H. Other (Specify)

5. AGE RANGE OF ENROLLED CHILDREN

6. ESTIMATED AVERAGE DAILY ATTENDANCE

7. OPERATIONAL DATA

A. BEGINNING DATE (Mo., Da., Yr.)	B. CLOSING DATE (Mo., Da., Yr.)	C. HOURS OF OPERATION From To	D. NO. OF DAY PER WEEK	E. NO. OF OPERATING DAYS PER YEAR

8. IS SITE LICENSED BY THE DEPARTMENT FOR HUMAN RESOURCES

☐ YES ☐ NO

9. GIVE EXPIRATION DATE OF LICENSE

______ Mo. ______ Day ______ Year

10. METHOD BY WHICH MEALS WILL BE PROVIDED:

- ☐ A. PREPARATION AT FOOD SERVICE SITE
- ☐ B. PREPARATION AT FAMILY DAY CARE HOME
- ☐ C. UNDER CONTRACT WITH LOCAL SCHOOL SYSTEM
- ☐ D. UNDER CONTRACT WITH FOOD MANAGEMENT COMPANY
- ☐ E. PREPARED AT CENTRAL LOCATION BY SPONSOR
- ☐ F. COMBINATION OF THE ABOVE CHECKED METHODS (Explain)

11. MEALS TO BE SERVED (Enter times for applicable meals served)

TYPE	TIME MEAL SERVICE BEGINS
A. BREAKFAST	
B. AM SUPPLEMENT	
C. LUNCH	
D. PM SUPPLEMENT	
E. SUPPER	

(Two hours must elapse between each meal service)

12. ENROLLMENT DATA

NUMBER OF ENROLLED CHILDREN ELIGIBLE FOR		NOT ELIGIBLE FOR FREE OR REDUCED PRICE MEALS	TOTAL NUMBER OF CHILDREN ENROLLED (A+B+C)
FREE MEALS (A)	REDUCED PRICE MEALS (B)	(C)	(D)

13. DESCRIBE THE SOURCE OF DATA USED TO DETERMINE THE FAMILY-SIZE AND INCOME OF ENROLLED CHILDREN.

14. FOOD SERVICE PERSONNEL WORKING AT SITE OR CENTER WHO PREPARE, SERVE OR TRANSFER FOOD. (When Personnel has other duties include only time spent on food service.)

TITLE OF POSITION (a)	NUMBER OF PERSONNEL IN THAT POSITION (b)	NO. OF HOURS PER DAY EMPLOYEE SPENDS ON FOOD SERVICE (c)	SALARY PER HOUR or "V" if VOLUNTEER (d)	SPECIFIC FOOD SERVICE DUTIES (e)

15. Total Number of Personnel ____________________

Kentucky Department of Education

POLICY STATEMENT
CHILD CARE FOOD PROGRAM

(To be completed by institutions who do not make a separate charge for meals)

The ______________________________ assures the Kentucky Department of
(Name of Sponsoring Organization)
Education that all children at the sites described on the Site Information Sheets are served the same meal(s) at no separate charge regardless of race, color, or national origin, and that there is no discrimination in the course of the meal service.

Assurance is hereby given that we have made available to the informational media, serving the area from which our Institution draws its attendance, a public release announcing the policy as stated above.

Assurance is also given that claims for reimbursement will be made on the basis of enrolled children whose family size and income falls within the Secretary's Guidelines.

SECRETARY'S GUIDELINES FISCAL YEAR 1978

Family Size	ELIGIBLE FOR FREE MEALS IF FAMILY INCOME IS WITHIN	ELIGIBLE FOR REDUCED PRICE MEALS IF FAMILY INCOME IS WITHIN	ELIGIBLE FOR PAID MEALS IF FAMILY INCOME IS WITHIN
1	$ 0 - $ 3,930	$ 3,931 - $ 6,120	$ 6,121 - and over
2	0 - 5,160	5,161 - 8,050	8,051 - and over
3	0 - 6,390	6,391 - 9,970	9,971 - and over
4	0 - 7,610	7,611 - 11,880	11,881 - and over
5	0 - 8,740	8,741 - 13,630	13,631 - and over
6	0 - 9,860	9,861 - 15,380	15,381 - and over
7	0 - 10,890	10,891 - 16,980	16,981 - and over
8	0 - 11,910	11,911 - 18,580	18,581 - and over
9	0 - 12,840	12,841 - 20,030	20,031 - and over
10	0 - 13,760	13,761 - 21,470	21,471 - and over
11	0 - 14,680	14,681 - 22,890	22,891 - and over
12	0 - 15,590	15,591 - 24,310	24,311 - and over

FOR EACH ADDITIONAL FAMILY MEMBER, ADD $910 PER YEAR TO THE INCOME LEVEL FOR FREE MEALS AND $1,420 TO THE INCOME LEVEL FOR REDUCED PRICE MEALS.

____
(Signature of Authorized Representative)

____
(State Director)

____
(Name and Address of Sponsoring Organization)

____
(Date)

____

____
(Date)

Form Section 17-4

(8-77)

Kentucky Department of Education

MANAGEMENT PLAN FOR SPONSORING ORGANIZATIONS

CHILD CARE FOOD PROGRAMS

1. DESCRIBE YOUR TRAINING PROGRAM OF INSTRUCTION IN FOOD SERVICE PROGRAM REQUIREMENTS FOR SITE PERSONNEL

2. DESCRIBE YOUR PLAN FOR MONITORING FOOD SERVICE OPERATIONS AT SITES TO INSURE PROGRAM REQUIREMENTS ARE MET. INCLUDE THE NUMBER OF PEOPLE WHO WILL MONITOR THE SITES, A SCHEDULE FOR VISITING THE SITES, AND THE CHANNEL OF COMMUNICATIONS BETWEEN THE SITE AND SPONSORING ORGANIZATION.

3. OUTLINE YOUR PROCEDURE FOR COLLECTING FROM EACH SITE INFORMATION ON THE DAILY NUMBER OF CHILDREN SERVED, DIFFERENT MEAL TYPES AND ALL CLAIMED FOOD SERVICE COSTS. INCLUDE THE FOLLOWING:

A. HOW OFTEN IS ABOVE INFORMATION COLLECTED ? ____________________

B. WHAT METHOD IS USED TO COLLECT ABOVE INFORMATION ? ____________________

C. WHERE WILL ABOVE INFORMATION BE MAINTAINED ? ____________________

4. PRESENT A PLAN FOR REIMBURSEMENT TO YOUR SITES DETAILING THE CRITERIA USED TO DETERMINE THE LEVEL OF REIMBURSEMENT (THE PLAN SHOULD ASSURE THAT PAYMENTS REFLECT THE RELATIVE PERCENTAGE OF CHILDREN IN EACH OF THE THREE NEED CATEGORIES (Free, Reduced Price, Paid) AND DO NOT EXCEED THE DOCUMENTED OPERATING COSTS OF FOOD SERVICE FOR EACH SITE.)

I CERTIFY THAT THE INFORMATION ON THIS MANAGEMENT PLAN IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT THIS INFORMATION IS BEING GIVEN IN CONNECTION WITH THE RECEIPT OF FEDERAL FUNDS AND THAT DELIBERATE MISREPRESENTATION MAY SUBJECT ME TO PROSECUTION UNDER APPLICABLE STATE AND FEDERAL CRIMINAL STATUTES.

	TITLE	SIGNATURE OF AUTHORIZED REPRESENTATIVE

FAMILY SIZE – INCOME

PURPOSE: Subsidy Payment to determine the amount of meals served in Child Care Centers

DATE ______________

NAMES OF CHILDREN IN FAMILY:

NAME	AGE

NAME AND ADDRESS OF PARENT OR GUARDIAN: ______________

NAME AND RELATIONSHIP OF OTHER ADULTS LIVING WITH THE FAMILY:

TOTAL NUMBER LIVING TOGETHER IN THIS FAMILY: ______

TOTAL FAMILY INCOME BEFORE DEDUCTIONS. Include wages of all working members, welfare payments, pensions, social security, and all other income. FILL IN ONLY ONE:

YEARLY $ ________ MONTHLY $ ________ WEEKLY $ ________

EVERY 2 WEEKS $ ______ OTHER $ ______ If other, specify ________

I hereby certify that all of the above information is true and correct to the best of my knowledge and belief.

SIGNATURE OF ADULT FAMILY MEMBER

FOR SITE USE ONLY

Approved: ________

Free: ________

Reduced Price ________

Date

Disapproved: ________

Reason ________

Approved By: ________

RECORD OF MEALS SERVED
(CHILD CARE FOOD PROGRAM)

CENTER OR HOME ____________________ CODE NUMBER ______ ______ ______

ADDRESS ____________________ PHONE ______ Area Code ______ Local Number

SPONSORING ORGANIZATION ____________________ MONTH(S) ______, 19 ____

CHECK ONE

☐ CHILD CARE CENTER ☐ FAMILY GROUP DAY CARE HOME

DATE	NUMBER OF MEALS BY TYPE SERVED TO CHILDREN ONLY					NUMBER OF MEALS BY TYPE SERVED TO ADULTS WORKING IN PROGRAM ONLY				NUMBER OF MEALS BY TYPE SERVED TO ALL OTHER ADULTS ONLY			
(a)	BREAKFAST (b)	LUNCH (c)	SUPPER (d)	BETWEEN MEAL SUPPLEMENTS (e) a.m.	p.m.	BREAKFAST (f)	LUNCH (g)	SUPPER (h)	BETWEEN MEAL SUPPLEMENTS (i)	BREAKFAST (j)	LUNCH (k)	SUPPER (l)	BETWEEN MEAL SUPPLEMENTS (m)
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
[illegible]													
13													
14													
15													
16													
17													
18													
19													
20													
21													
22													
23													
24													
25													
26													
27													
28													
29													
30													
31													
TOTAL													

CENTER ______________________________ **MONTH** ____________________

NAME	FREE	REDUCED	PAID	

8/79

EXPENDITURES FOR DIRECT LABOR COSTS

CHILD CARE FOOD PROGRAM

Name of Center ______________________ *Date* ____________

Employee	*Salary*		*No. of Hours*		*Total*
		x		=	
		x		=	
		x		=	
		x		=	
		x		=	
		x		=	
		x		=	
		x		=	
		x		=	
		x		=	
		x		=	
		x		=	
		x		=	
		x		=	
		x		=	

Total Labor Cost ____________

____

Signature of person preparing report

Center ____________________

Month of ____________________ 19__

COMMUNITY COORDINATED
CHILD CARE
FOOD PROGRAM

RECORD OF EXPENDITURES FOR THIS MONTH

DATE	PURCHASES	FOOD		PROGRAM LABOR		NON-FOOD		PURCHASED SERVICES	
TOTAL EXPENDITURES		$		$		$		$	

GROCERY RECEIPT FORM

CENTER____________________ MONTH OF______________________

ATTACH
GROCERY
RECEIPT
HERE

UNIT	ITEM PURCHASED		FOOD COST	NON-FOC COST
	FOOD	NON-FOOD		

h register tape must be initialed by sales person TOTAL______________________

MONTHLY INVENTORY

BEGINNING MONTH INVENTORY $____________________

ALL FOOD AND MILK PURCHASED THIS MONTH	__________
OTHER COSTS OF OBTAINING FOOD	__________
EQUALS TOTAL FOOD AVAILABLE	$__________
MINUS VALUE OF ENDING INVENTORY	__________
EQUALS FOOD AND MILK USED DURING THE MONTH	__________
THIS FIGURE GOES ON ITEM 30 ON CLAIM FORM	__________

NAME OF CENTER____________________

MONTH OF ____________________

COMMUNITY COORDINATED CHILD CARE

INVENTORY ______________________ CENTER ______________________

DESCRIPTION	ON HAND	UNIT VALUE	TOTAL COST	DESCRIPTION	ON HAND	UNIT VALUE	TOTAL COST
CANNED VEGETABLES				CANNED FRUITS			
Asparagus, cut; 6/10				Apple Sauce; 6/10			
Pork 'n Beans; 6/10				Sliced Apples; 6/10			
Green Beans; 6/10				Apricot Halves; 6/10			
French Style Beans 6/10				Dk Swt Pitd Cherry 6/10			
Wax Beans; 6/10				Fruit Cocktail; 6/10			
Beets, sliced; 6/10				Mand. Oranges; 6/10			
Whole Kernal Corn; 6/10				Peach Slices; 6/10			
Cream Style Corn; 6/10				Peach Halves; 6/10			
Sauerkraut; 6/10				Pear Halves; 6/10			
Mixed Vegetables; 6/10				Pineapple Slices 6/10			
Blackeye Peas; 6/10				Pineapple Tidbits 6/10			
Pimentoes; 24/2½				Pineapple Crushd; 6/10			
Peas; 6/10				Plums; 6/10			
Tiny Whol Potato 6/10							
shbrown Potato ~~6/~~5#							
Ins Masd Potatoe 6/10							
Sliced Potatoes; ~~6/~~5#							
Sweet Potatoes; 6/10							
Whole Tomatoes; 6/10				CANNED SOUPS			
Diced Tomatoes; 6/10				Beef Base, 1/1#			
Tomato Sauce; 6/10				Chicken Base, 1/1#			
				Mushroom, 12/51 oz.			
				Tomato, 12/51 oz.			
				Vegetable, 12/51 oz.			
				Chicken Noodle, 12/51 oz			
				Total Page 1			
				Total Page 2			
				Total Page 3			
				Total Page 4			
				Total Page 5			
				Total Pages 1 - 5			

COMMUNITY COORDINATED CHILD CARE

INVENTORY ____________________ CENTER ____________________

DESCRIPTION	ON HAND	UNIT VALUE	TOTAL COST	DESCRIPTION	ON HAND	UNIT VALUE	TOTAL COST
ASS. COOKIES & CRACKERS				Apple Pie Fillg 6/10			
Saltine; 360/cs. 2/pkg.				Cherry Pie Fillg 6/10			
Ritz; 300/cs., 2/pkg.				Peach Pie Filling 6/10			
Premium Bulk; 6/1#				Whipd Topng Mix 12/8.4			
Melba Variety 500/cs. 2/							
Ass. Bread Stks 400/cs.							
Ass. Cookies; 300/cs.							
Graham Crakrs 180/cs 2/							
Vanilla Wafers; 460/cs.							
Fig Bars; 12/14 oz.				MISCELLANEOUS			
Home Plate Cookie500/cs				Choice Beef Outsd Rnd			
				Beef Cubed Steak			
				Sliced Beef Liver			
				Veal Pattie			
				Diced Fresh Pork			
DESSERTS				Pork Cutlets			
Brownie Mix; 6/6#				Ground Pork			
Devil Fd Cake Mx 6/5#				Pork Sausage Patties			
Gingerbread Mix; 6/5#				Smoked Sausage			
White Cake Mix; 6/5#				Bacon			
Yellow Cake Mix; 6/5#				Bologna			
Fudge Frosting Mx 6/4¼#				Frankfurters			
White Frostg Mix; 6/4¼#				All White Turkey Roll			
Honey Bran Muff Mx 6/5#				Hens			
Nut Bread Mix; 6/5#				Country Cut Chicken			
				Breaded Cod			
				American Cheese			
Red Fla Gelatin 12/24 oz				Large Eggs			
Citrus Fla Geltn 12/24oz							
Tapioca; 6/10							
Chocolate Pud; 6/10							
Vanilla Pudding; 6/10							
Custard, Ins; 6/3 3/4 oz							

COMMUNITY COORDINATED CHILD CARE

INVENTORY ______________________ CENTER ______________________

DESCRIPTION	ON HAND	UNIT VALUE	TOTAL COST
FROZEN FOODS			
Orange Juice; 12/32 oz.			
Sliced Strawberries; 6½#			
Fordhook Limas; 6/2½#			
Broccoli Cuts; 6/2½#			
Broccoli Spears; 6/2#			
Brussel Sprouts; 6/2#			
Sliced Carrots; 6/2#			
Cauliflower; 6/2#			
Chop Collrd Green 6/3#			
Peas and Carrots 12/2½#			
Chopped Spinach; 6/3#			
Sl Yellow Squash; 6/3#			
Sl Zucchini; 6/3#			
Chop Turnp Greens 6/3#			
Baby Whole Okra; 12/3#			
Steak Cut Fries; 6/5#			
Hush Puppies; 12/1#			
Round Waffles; 96/cs.			
Pancakes; 96/cs.			
French Toast; 96/cs.			
Butrmlk Biscuits 144/cs			
Blueberry Muffn 72/cs.			
Sugr Cookie Doug 120/cs			
Peantbtr Cokie Do 120/cs			
Raisn Oatml Cok Do 120/			
Choco Chip Cok Do 120/cs			
Corn; 120/cs.			
Peas; 120/cs.			
Fren Green Bean 120/cs.			

DESCRIPTION	ON HAND	UNIT VALUE	TOTAL COST
STABLES			
Yel Corn Meal; 1/25#			
Plain Flour; 1/25#			
Corn Starch; 24/1#			
Bulk Sugar; 1/25#			
Baking Powder; 1/5#			
Salt; 1/25#			
Light Brown Sugar; 12/2			
Powdered Sugar; 12/2#			
Great North Bean; 1/25#			
Pinto Beans; 1/25#			
Long Spaghetti; 1/10#			
Elbow Macaroni; 1/10#			
Medium Noodles; 1/10#			
Long Grain Rice; 1/10#			
Brown Rice; 12/1#			
SPICES, HERBS			
Green Food Colorg 1 qt.			
Red Food Coloring 1 qt.			
Egg Shad Food Colr 1 qt			
Imitatn Vanilla 1 qt.			
Black Pepper; 1#			
White Pepper; 1#			
Chili Powder; 1#			
Ground Cinnamon; 1#			
Ground Nutmeg; 1#			
Paprika; 1#			
Poultry Seasoning; 1#			
Cream of Tartar; 24 oz.			

COMMUNITY COORDINATED CHILD CARE

INVENTORY ______________________ CENTER ______________________

DESCRIPTION	ON HAND	UNIT VALUE	TOTAL COST	DESCRIPTION	ON HAND	UNIT VALUE	TOTAL COST
Cloves; 1#				FORMULAS			
Celery Seeds; 14 oz.				Advance			
Thyme; 13 oz.				Similac			
Ground Oregano; 1/12 oz.				Enfamil			
Leaf Sage; 1/12 oz.							
Ground Allspice; 1/1#							
				CEREALS			
				Corn Flakes; 12/18 oz.			
JUICES				Rice Krispies; 12/13 oz.			
Apple; 12/46 oz.				Special K; 24/7 oz.			
Grape; 12/46 oz.				Cream of Rice 12/1#			
Grapefruit; 12/46 oz.				Cream of Wheat 12/28 oz.			
Pineapple; 12/46 oz.				Quick Oats; 8/3#			
Cranberry; 12/46 oz.				Quick Grits; 12/2½#			
Apricot Nectar; 12/46 oz							
Pear Nectar; 12/46 oz.							
Realemon; 24/8 oz.							
Tomato; 12/46 oz.							
				CONDIMENTS			
				Solid Margarine; 32/1#			
				French Dressing; 1/1 gal			
				Italian Dressng; 1/½ gal			
CANNED MEATS				Swt Pickle Slice 1/1 gal			
Pink Salmon, 6/4#				Hamburger Dill Sl 1/1 ga			
Light Tuna; 6/4#				Kosher Dill Pickl 1/1 ga			
				Sweet Relish; 1/1 gal.			
				Liquid Shortng 6/1 gal.			
				Salad Dressing; 1/1 gal.			
				Tartar Sauce; 1/1 gal.			
				Mustard; 1/1 gal.			

COMMUNITY COORDINATED CHILD CARE

INVENTORY ______________________ CENTER ______________________

DESCRIPTION	ON HAND	UNIT VALUE	TOTAL COST	DESCRIPTION	ON HAND	UNIT VALUE	TOTAL COST
Ketchup; 6/10#							
Vinegar; 4/1 gal.							
Waffle Syrup; 1/1 gal.							
Honey, 1/4#							
Kitchen Bouquet; 1/1 qt.							
Worchesters Sauc 1/1 gal							
Nuts; 6/44oz.							
Peanutbutter; 1/5#							
Ass. Jelly; 12/16 oz.							
Raisins; 24/1#							

MENU AND FOOD PRODUCTION RECORD

Name of Site ________________________________

Month____ Day____ Year____

Menu Item	Menu & Portion Size	Est. Number to be served	Amt. of Food Prepared	No. Actually Served	Amt. Food Left Over and Other Comments
Breakfast Milk Fruit/Veg./Juice Bread				____ Children ____ Adults	
A.M. Supplement Milk Protein Fruit/Veg./Juice Bread				____ Children ____ Adults	
Lunch Milk Protein Fruit/Vegetable Bread Other				____ Children ____ Adults	
P.M. Supplement Milk Protein Fruit/Veg./Juice Bread				____ Children ____ Adults	
Supper Milk Protein Fruit/Vegetable Bread Other				____ Children ____ Adults	

Section 17 (Form 17-5) Rev. Oct. 1978

Kentucky

CHILD CARE FOOD PROGRAM

REPORT AND CLAIM FOR REIMBURSEMENT

KENTUCKY DEPARTMENT OF EDUCATION
DIVISION OF SCHOOL FOOD SERVICES

(Place Label Here) (1) Read Instructions on Reverse carefully before completing form.	CLAIM PERIOD COVERED (2)	NO. SITES (3)	TOTAL DAYS FOOD WAS SERVED DURING MO. REPORTED (4)	AVERAGE DAILY ATTENDANCE (5)

REIMBURSEMENT RATE LEVELS FOR CHILDREN IN MEMBERSHIP

NO. APPROVED FOR FREE MEALS (6)	NO. APPROVED FOR REDUCED PRICE MEALS (7)	NO. APPROVED FOR PAID MEALS (8)	MEMBERSHIP (9)

FOOD SERVICE BY TYPE TO CHILDREN ONLY
(Total number of meals served)

10. Breakfast ....
11. Lunch ....
12. Supper..............................
13. Supplement ....
14. Total ....

FOOD SERVICE BY TYPE TO ADULTS ONLY
(Total number of meals served)

Adults Working in Program		All Other Adults
15.	Breakfast	20.
16.	Lunch	21.
17.	Supper	22.
18.	Supplement	23.
19.	Total	24.

INCOME TO FOOD PROGRAM
Funds Received During Month (Round to nearest dollar, DO NOT use CENTS)

5. ldren's Payments for meals (only if separate charge is made) ....
6. Adults' Payments for meals (Program Adults ONLY) if a charge is made ....
7. Federal monies (other than USDA Reimbursement) used to pay food program costs ....
8. Other monies from state and local sources (other than USDA Reimbursement) used to pay food program costs ....
9. Total ....

PROGRAM OPERATING COSTS
(Round to nearest dollar, DO NOT use CENTS)

. Cost of food used during month ....
. Program Labor (Wages for days worked during month) ....
. Purchases of non-food supplies and expendable kitchen equipment ....
. Depreciation of non-expendable equipment ....
. Purchased services ....
. Program Administrative Costs ....
. Total ....

ERTIFY THAT THE INFORMATION ON THIS VOUCHER IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, THAT RECORDS ARE AVAILABLE TO SUPPORT IS CHER: THAT IT IS IN ACCORDANCE WITH THE TERMS OF EXISTING AGREEMENT AND THAT PAYMENT THEREFOR HAS NOT BEEN RECEIVED. I DE D THAT THIS INFORMATION IS BEING GIVEN IN CONNECTION WITH THE RECEIPT OF FEDERAL FUNDS AND THAT DELIBERATE MISREPRESENTATION MAY JECT ME TO PROSECUTION UNDER APPLICABLE STATE AND FEDERAL CRIMINAL STATUTES.

NATURE OF SPONSOR REPRESENTATIVE	TITLE	DATE	Phone No. of Person Preparing Claim

INSTRUCTIONS FOR COMPLETING FORM SECTION 17-5
(Claim for Reimbursement for Child Care Food Program)

General: Report data for one calendar month only. Amount of payment will be computed by State Agency, based on your claiming percentages. Your claim WILL BE RETURNED FOR CORRECTION if not properly completed. BE SURE to sign this claim before mailing.

Two copies of each monthly report/claim are to be prepared. One copy is to remain on file at the participating service institution; one copy is to be sent to the Division of School Food Services, State Department of Education, Frankfort, Kentucky, 40601.

Reports/claims are to be HANDWRITTEN according to instructions herein. All reports/claims should be mailed to the State Agency by the 5th of the month following the period covered by Section 17 report/claim.

Reimbursement shall be provided for only those services in which participation has been approved by the State Agency (per application, extension or amendment). It is not anticipated that a service institution will use all five of these services.

USE OF SQUARES, BOXES, OR BLOCKS: Entries should be made, as appropriate, to the LEFT of the heavy dark lines which serve as DECIMAL POINTS. When any set of squares is not needed and not appropriate to the type(s) of food service(s) being reported, this set of squares should be left completely blank. When a set of squares is used for any entry which does not fill in the entire set, leave the unused squares completely blank also and DO NOT enter zeros in the extra squares.

EXAMPLES: 500 total number of Breakfasts served 500 50 number of lunches served to adults 50

All amounts must be rounded to the nearest dollar. For example: $91.00 to $91.49 must be shown as...... 91
$91.50 to $92.00 must be shown as...... 92

INDIVIDUAL ITEM INSTRUCTIONS:

Item 1 ....Place label here which has appropriate reference number (9 digits) and name and address, furnished by State Agency.
Item 2 ....Enter in numbers, the montn and year this claim covers. Example: Nov. 1977 11 77
Item 3 ....Enter total number of sites reporting.
Item 4 ....Enter total number of days food service was provided for the month claimed.
Item 5 ....Enter average daily attendance for the month. Compute by adding daily attendance for the month (for all sites) and dividing that total by the number of days of operation during the same month.
Item 6 ....Enter number of children in membership classified in the FREE CATEGORY according to family-size income information on file.
Item 7 ....Enter number of children in membership classified in the REDUCED PRICE CATEGORY according to family-size income information on file.
Item 8 ....Enter number of children in membership classified as NOT eligible for free or reduced price meals.
Item 9 ....Enter total current monthly membership; this must equal the total of Items 6, 7, and 8.

FOOD SERVICE BY TYPE TO CHILDREN ONLY:

Item 10 ....Enter the total number of Breakfasts served to children during the month, if these meals meet the requirements contained in Schedule B of the agreement.
Item 11 ....Enter the total number of Lunches served to children during the month, if these meals meet the requirements contained in Schedule B of the agreement.
Item 12 ....Enter the total number of Suppers served to children during the month, if these meals meet the requirements contained in Schedule B of the agreement.
Item 13 ....Enter the total number of Between Meal Supplements served to children during the month, if these meals meet the requirements contained in Schedule B of the agreement.
Item 14 ....Enter the total of Items 10, 11, 12, and 13.

FOOD SERVICE BY TYPE TO ADULTS ONLY:

Item 15 ....Enter the total number of Breakfasts served to adults for the month who performed necessary labor in support of the Program.*
Item 16 ....Enter the total number of Lunches served to adults for the month who performed necessary labor in support of the Probram.*
Item 17 ....Enter the total number of Suppers served to adults during the month who performed necessary labor in support of the Program.*
Item 18 ....Enter the total number of Between Meal Supplements served to adults during the month who performed necessary labor in support of the Program.*
Item 19 ....Enter the total of Items 15, 16, 17, and 18.

*This labor includes menu planning, preparing, serving, cleanup, supervision of children during meals on the day the meals were served, and on-site recordkeeping.

Item 20 ....Enter the total number of breakfasts served to adults for the month who did not perform any necessary labor in support of the Program.
Item 21 ....Enter the total number of lunches served to adults for the month who did not perform any necessary labor in support of the Program.
Item 22 ....Enter the total number of suppers served to adults for the month who did not perform any necessary labor in support of the Program.
Item 23 ....Enter the total number of between meal supplements served to adults for the month who did not perform any necessary labor in support of the Program.

NOTE: For Items 20, 21, 22, and 23: The Computer will multiply each meal type by the rate of reimbursement for free meals (Plus 11.75¢ cash in lieu of commodities for each lunch and supper) and will deduct this amount from the total operating cost as shown in Item 36. Your charges to these non-program adults should equal or exceed this amount.

Item 24 ....Enter the total of Items 20, 21, 22, and 23.

INCOME TO FOOD PROGRAM:

Item 25 ....Enter payments received from children for meals served. (Only if separate charge is made.)
Item 26 ....Enter payments received (if any) from adults working in program. Do not enter other adult payments. (Items 20, 21, 22 & 23)
Item 27 ....Enter all Federal monies, except USDA Program funds that are used to pay for food program costs.
Item 28 ....Enter all State and local monies (other than USDA reimbursement) that have been used to pay for food program costs.
Item 29 ....Enter Total of Items 25, 26, 27, and 28.

PROGRAM OPERATING COSTS:

Item 30 ....Enter the cost of food and milk used during the month.
Item 31 ....Enter the amount of wages and fringe benefits paid or accrued for Program Labor by the Sponsor, including menu planning, preparing, serving, and cleanup of food, on-site recordkeeping, and supervision.
Item 32 ....Enter the total dollar value of nonfood supplies (napkins, straws, etc.) received during the month for immediate use. Include food service equipment costing less than $100.
Item 33 ....Refer to Computation of Equipment Depreciation Index, (only if claiming this allowable expense.)
Item 34 ....Enter the total costs for repairs of food service equipment, utilities clearly related to food service, and total costs for the rental of food service facilities and equipment.
Item 35 ....Enter all administrative costs paid or accrued during the month by the Sponsor. Include costs related to planning, organizing, and supervising program activities.
Item 36 ....Enter total of Items 30, 31, 32, 33, 34, and 35.

Appendix B

SAMPLE MENUS

CENTER ______________________ WEEK OF ______________________

MEAL PATTERN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST Juice or Fruit Cereal or Bread Milk Other Foods	pear slices blueberry muffin milk	grape juice oatmeal milk	orange juice English muffin half milk	peach nectar bacon wheat toast milk	pineapple juice dry cereal milk
LUNCH Meat or Meat Alternate Vegetable & Fruits Bread Milk Other Foods	country style steak whipped potatoes buttered spinach hot roll milk refreshing fruit delight	macaroni & cheese with ham french style green beans hot roll milk fresh plum	chicken & dumplings buttered peas and carrots hot roll milk pear salad	homemade chili cheese strips assorted relishes broccoli flowers carrot coins celery sticks saltine crackers milk pineapple chunks	veal parmesan buttered noodles buttered zucchini hot roll milk red raw apple half
P.M. SUPPLEMENT Milk or Juice or Fruit or Vegetable Bread or Cereal	½ apple peanut butter crackers	fresh fruit cups chocolate chip cookie	milk blueberry muffin	cantaloupe bread sticks	milk birthday cake

CENTER ______________________

WEEK OF ______________________

MEAL PATTERN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST Juice or Fruit Cereal or Bread Milk Other Foods	pineapple/ orange juice grits milk	apricot nectar raisin bread milk	pineapple juice french toast/ syrup milk	orange juice dry cereal milk	stewed apples white toast scrambled egg milk
LUNCH Meat or Meat Alternate Vegetable & Fruits Bread Milk Other Foods	beef stew garden salad hot roll milk fresh strawberries	smoked sausage fried potatoes buttered peas hot roll milk fresh fruit cup	bar-b-que chicken tiny whole potatoes buttered broccoli spears hot roll milk banana half	beef liver/gravy buttered rice buttered asparagus hot roll milk fresh watermelon	tuna salad sandwich garden fresh relishes tomato wedge celery fans milk apricot halves/ homemade oatmeal cookie
P.M. SUPPLEMENT Milk or Juice or Fruit or Vegetable Bread or Cereal	milk cheese and crackers	milk brownie	celery sticks stuffed with pimento cheese saltine crackers	½ apple ritz crackers	milk orange nutbread

CENTER ______________________ WEEK OF ______________________

MEAL PATTERN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST Juice or Fruit Cereal or Bread Milk Other Foods	apple juice cheese toast milk	orange juice biscuit sausage pattie milk	peach slices cream of wheat milk	pineapple/grapefruit juice pancake/syrup milk	apricot nectar dry cereal milk
LUNCH Meat or Meat Alternate Vegetable & Fruits Bread Milk Other Foods	meat loaf mashed potatoes parsley buttered carrot rings hot roll milk fresh pear slice	hot dog on bun baked beans hard cooked egg half-paprika atop green pepper ring carrot curls milk vanilla pudding	roast tom turkey/ cranberry sauce cornbread dressing buttered green bean hot roll milk tropical fruit salad	tomato soup bologna & cheese strips crisp radish rose summer squash sticks & celery fans saltine crackers milk choc covered banana	Kentucky baked ham baked sweet potatoes buttered peas hot roll milk fresh peach
P.M. SUPPLEMENT Milk or Juice or Fruit or Vegetable Bread or Cereal	½ orange melba toast	fresh fruit cup bread stick	milk oatmeal cookies	milk nut bread	carrot & celery sticks cheese dip ritz crackers

CENTER ______________________ WEEK OF ______________________

MEAL PATTERN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST Juice or Fruit Cereal or Bread Milk Other Foods	orange juice cinnamon toast milk	pineapple/orange juice waffle/syrup milk	grape juice oatmeal/raisins milk	mandarin oranges wheat toast scrambled egg milk	banana half dry cereal milk
LUNCH Meat or Meat Alternate Vegetable & Fruits Bread Milk Other Foods	bar-b-que pork/bun french fries pickle chips, radish accordian carrot curls milk	fried chicken whipped potatoes buttered mixed vegetables hot roll milk ruby gelatin w/fruit	baked fish fillet hashed brown potatoes calico coleslaw hot roll milk chilled fruit cup	chicken noodle soup hamburger/bun iced relishes celery sticks radish rose carrot curls milk red raw apple slice	roast beef au jus franconia potatoes buttered broccoli spears hot roll milk chocolate ice cream
P.M. SUPPLEMENT Milk or Juice or Fruit or Vegetable Bread or Cereal	grapes ritz crackers	carrot sticks raisins saltine crackers	apple juice ½ cheese sandwich	milk ½ peanut butter sandwich	milk datenut bread

Appendix C

QUANTITY BUYING

- Example of Newspaper Advertisement
- Examples of Bid Request
  - Meat
  - Groceries
  - Formula
- Meat Specifications
- Grocery Specifications
- Detailed Food Specifications

EXAMPLE OF NEWSPAPER ADVERTISEMENT

Please post in both the
Courier Journal and The Louisville Times
on December 18, 1978

Specifications on meat and groceries may be obtained from Lois Reed, 4-C, 1355 So. 3rd St. Bids will be opened and read at 2:00 p.m. December 28, 1978

EXAMPLE OF BID REQUEST (MEAT)

Dear

The procedures and specifications of the purchase of meat are enclosed. The attached sheets will be on a monthly basis and should be considered our request for bid.

Procedure:

1. Detailed specification sheets are attached, herewith, and will be used as a basis for future bids.
2. Invitation to bid will be submitted to vendors on the 15th day of each month. Bids should be returned to 4-C no later than the 27th. Bid reading will be on Friday, October 27, 1978 at 2:00 p.m. in the 4-C Conference room. Price quotations will cover all items for the subsequent calendar month. Total meat bid will be awarded to vendor with lowest total price for the month. Successful bidder will be notified by phone no later than the 25th with a follow-up written notification.
3. Any order issued as a result of this quotation will be subject to our usual purchase order instructions at agreed prices listed hereon.
4. Buyer's specifications must be met on all items. Buyer reserves the right to reject any part of all shipments which do not conform to specifications in reference.
5. This is a joint bid request; separate purchase orders will be issued by each facility in accordance with its needs and vendor is to invoice each facility separately.

Lois J. Reed, R.D.
4-C
1355 South third Street
Louisville, KY 40208

Firm Name ______________________________ By ________________

Date ______________________________

This quotation will be effective for 30 days from above closing date.

EXAMPLE OF BID REQUEST (GROCERIES)

Dear

The procedures and specifications of the purchase of groceries are enclosed.

Procedure:

1. Specification sheets are attached herewith, and will be used as a basis for future bids.
2. Invitation to bid will be submitted to vendors on the 15th day of the month. Bids should be returned to 4-C no later than the 25th. Price quotations will cover all items for a three-month period, from January 1, 1979 to March 31, 1979. Groceries and frozen foods will be considered as separate bids. Total grocery bid and frozen food bid will be awarded to the vendor with the lowest total price for the month. All bids will be opened and read on December 28, 1978 at 2:00 p.m. Successful bidder will be notified by phone no later than the 29th with a follow-up written notification.
3. Any order issued as a result of this quotation will be subject to our usual purchase order instructions at agreed price listed hereon.
4. Buyers' specifications must be met on all items. Buyer reserves the right to reject any part of all shipments which do not conform to specifications in reference.
5. This is a joint bid request; separate purchase orders will be issued by each facility in accordance with its needs and vendor is to invoice each facility separately.

Lois J. Reed, R.D.
4-C
1355 South Third Street
Louisville, KY 40208
636-1358

Firm Name

By

Date

This quotation will be effective for 90 days from above closing date.

EXAMPLE OF BID REQUEST (FORMULA)

Wyeth Company
3715 Hycliffe, Ave.
Louisville, Ky. 40207

Dear

Community Coordinated Child Care of Louisville and Jefferson County is now accepting bids for 32 oz. ready-to-feed SMA with Iron and 32 oz. ready-to-feed Nursoy for the following day care centers:

Baptist Day Care Center
Green Acres Day Care Center
Highland Day Care Center
St. Benedict Center for Early Childhood Ed.

Total formula needed for all centers will be approximately ten (10) cases each month.

Your bid should be in my office no later than 2:00 P.M. December 6, 1978 Lowest bidder will be awarded a contract for four (4) months from January 1, 1979 thru April 30, 1979 and will be notified by phone, with a follow-up written notification.

This is a joint bid request. Separate purchase orders will be issued by each facility in accordance with its needs and vendor is to invoice each facility separately.

Sincerely,

Lois J. Reed, R.D.
Project Director

LJR/cd

COMMUNITY COORDINATED CHILD CARE

EST.	QUANTITY UNIT	DESCRIPTION	UNIT BID	VENDOR
270	#	Ground Beef; 80-20%. No Shank Meat, fresh only, no additives.		
80	#	Ground Beef Patties; round, 80-20%, 6/1# no additives, fresh or frozen.		
40	#	Diced Chuck; must be from chuck heart or shoulder clod, ½-3/4" cubed, boneless hand-cut, all exterior membranous tissue removed, total fat content not to exceed 20%.		
125	#	Choice Beef Outside Round; 10-12#, uncooked.		
125	#	Beef Cubed Steak; made from choice pressed beef pieces, frozen, 4 oz.		
115	#	Sliced Beef Liver; all steer, no fresh, frozen only, 4 oz.		
80	#	Veal Pattie; plain, no cereal or soy added, 4 oz.		
145	#	No. 1 Smoked and Cured Buffet Ham, no water added, (will order by the #), sliced, 2 oz.		
15	#	No. 1 Diced Fresh Pork; made from defatted pork loin ends or fresh boston butts, hand-cut ½" cube, all exterior membranous tissue removed, total fat content not to exceed 15%.		
50	#	No. 1 Pork Cutlets, plain; not chopped, made from defatted Boston Butt.		
10	#	Ground Pork; 80-20%, made from boston butt, fresh only, no additives.		
80	#	Pork Sausage Patties; whole hog, 1½ oz. exact portions.		
60	#	Smoked Sausage; rope, all meat, no cereal or additives, natural casings.		
25	#	Bacon; 1# cello bacon, 22-24 count, fresh		

Bidder's Signature

Company

COMMUNITY COORDINATED CHILD CARE

EST.	QUANTITY UNIT	DESCRIPTION	UNIT BID	VENDOR
100	#	Bologna; all meat, sliced 16/1#.		
160	#	No. 1 Frankfurters; all meat, skinless, 10/1#, 1# cello.		
70	#	US Grade A1 All White Turkey Roll; emulsified roll not acceptable, no cereal or soy.		
50	hd	USDA Inspected Chicken Hens; fresh or frozen, 4-6#.		
80	hd	USDA Inspected Chicken; country cut from 2½-2 3/4# young fryers 8/1, without giblets, fresh only.		
50	#	* USDA Inspected Breaded Cod; boneless, breading not to exceed 20%, 2 oz, precooked.		
60	Box	American Cheese slices, processed cheese food or imitation cheese, not acceptable, 5# box.		
		Large Eggs		
50		U.S.D.A. Inspected Breaded Cod; boneless, breading not to exceed 20% - 3 oz. raw 3/4, raw.		
		*Note additional change in fish.		

----
idder's Signature

Company

COMMUNITY COORDINATED CHILD CARE

BID SHEETS

EST. QUANTITY	ITEM	UNIT BID	
	FROZEN FOODS		
15 cs.	Orange Juice; grade A, unsweetened, 12/32 oz.		
68#	Strawberries; sliced, grade A, 6½#		
12 cs.	Limas; fordhook, grade A, 6/2½#.		
6 cs.	Broccoli Chopped; grade A, 6/2½#.		
24 cs.	Broccoli Spears; grade A, fancy, 6/2#		
12 cs.	Brussel Sprouts; grade A, med. size, 60-80 ct./pkg., 6/2#		
24 cs.	Carrots; sliced, grade A, California, 6/2#.		
12 cs.	Cauliflower; grade A, fancy, 6/2#		
6 cs.	Collard Greens; chopped, grade A, 6/3#		
12 cs.	Peas & Carrots; grade A, fancy, 6/2½#		
12 cs.	Spinach; chopped, grade A, 6/3#		
6 cs.	Squash, grade A, 6/3#		
6 cs.	Zucchini; sliced, grade A, 6/3#		
6 cs.	Turnip Greens; chopped, grade A 6/3#		
6 cs.	Okra; baby whole, grade A, 6/3#		
12 cs.	Potatoes; steak cut fries, fancy grade, 6/5#		
3 cs.	Hush Puppies; 24 ct. per pound		
6 cs.	Waffles; round, made w/enriched flour, 96/cs.		
12 cs.	Buttermilk Biscuits; made w/enriched flour, 144/cs.		
6 cs.	**French** Toast; made w/enriched flour, 96/cs.		
6 cs.	Pancakes; made w/enriched flour, 96/cs.		
6 cs.	Blueberry Muffins; made w/enriched flour, 72/cs.		
2 cs.	Sugar Cookie Dough; frozen, 120/cs.		
2 cs.	Peanut Butter Cookie Dough; frozen, 120/cs.		
2 cs.	Raisin Oatmeal Dough; frozen, 120/cs.		
2 cs.	Chocolate Chip Cookie Dough; frozen, 120/cs.		
	CONDIMENTS		
12 cs.	Margarine; solid, 1# prints		
1 cs.	French Dressing; 4/gal.		
1 cs.	Italian Dressing; 4/gal.		
3 cs.	Sweet Pickles; sliced, 1 gal.		
3 cs.	Hamburger Dill Slices; 1/gal.		
3 cs.	Dill Pickles; kosher, 1/gal.		
3 cs.	Sweet Relish; 1/gal.		
3 cs.	Liquid Shortening; 6/1 gal.		
3 cs.	Salad Dressing; 1/gal.		
3 cs.	Tartar Sauce; 1/gal.		
3 cs.	Mustard; 4/gal.		
3 cs.	Ketchup; 6/10#		
3 cs.	Vinegar; cider, 4/1 gal.		
3 cs.	Vinegar; white distilled, 4/1 gal.		
3 gal.	Waffle Syrup; 1/gal.		
12#	Honey; grade A, 1/qt.		
12 qt.	Kitchen Bouquet; 1/1 qt.		
12 cs.	Worcestershire Sauce; 1/gal.		
3 cs.	Nuts; spanish, 6/44 oz.		
6 cs.	Peanut Butter; smooth, 1/5#		
3 cs.	Assorted Jelly; 12/16 oz.		
3 cs.	Raisins, grade A, 24/1#		

SIGNATURE ______________________________

COMMUNITY COORDINATED CHILD CARE

BID SHEETS

EST. QUANTITY	ITEM	UNIT BID	
	STAPLES		
75#	Yellow Corn Meal; plain, 1/25#		
75#	Flour; all-purpose, 1/25#		
3 cs.	Cornstarch; 24/1#		
75#	Sugar; 25#		
3 cans	Baking Powder; 1/10#		
75#	Salt; iodized, 1/25#		
2 cs.	Brown Sugar; light, 12/2#		
1 cs.	Powdered Sugar; 12/2#		
75#	Great Northern Beans; 1/25#		
75#	Pinto Beans; 1/25#		
120#	Spaghetti; long, 1/10#		
120#	Marcaroni; elbow, 1/10#		
120#	Noodles; medium, 1/10#		
120#	Rice; long grain, 1/10#		
120#	Rice; brown, 1/10#		
	MIXES		
6 cs.	Brownie Mix; 6/6#		
6 cs.	Devils Food Cake Mix; 6/5#		
6 cs.	Gingerbread Mix; 6/5#		
6 cs.	White Cake Mix; 6/5#		
6 cs.	Yellow Cake Mix; 6/5#		
6 cs.	Fudge Frosting Mix; 6/4¼#		
5 cs.	White Frosting Mix; 6/4¼		
6 cs.	Honey Bran Muffin Mix; 6/5#		
6 cs.	Nut Bread Mix; 6/5#		
	SPICES & HERBS		
3 qt.	Green Food Coloring; 1 qt.		
3 qt.	Red Food Coloring; 1 qt.		
3 qt.	Egg Shade Food Coloring; 1 qt.		
3 qt.	Imitation Vanilla; 1 qt.		
3 cans	Black Pepper; 1#		
3 cans	White Pepper; 1#		
3 cans	Chili Powder; 1#		
3 cans	Ground Cinnamon; 14 oz.		
3 cans	Ground Nutmeg; 1#		
3 cans	Paprika; 1#		
3 cans	Poultry Seasoning; 12 oz.		
3 cans	Cream of Tartar; 24 oz.		
3 cans	Cloves; 1#		
3 cans	Celery Seeds; 14 oz.		
3 cans	Thyme; 13 oz.		
3 cans	Ground Oregano; 1/12 oz.		
3 cans	Leaf Sage; 1/12 oz.		
3 cans	Ground Allspice; 1/1#		
	GELATINS		
6 cs.	Assorted Red Flavor Gelatin; 12/24 oz.		
6 cs.	Assorted Citrus Flavor Gelatin; 12/24 oz.		
6 cs.	Tapioca; canned, 6/10		

SIGNATURE ________________________________

COMMUNITY COORDINATED CHILD CARE

BID SHEETS

EST. QUANTITY	ITEM	UNIT BID	
	Gelatins (continued)		
6 cs.	Chocolate Pudding; canned, 6/10		
6 cs.	Vanilla Pudding; canned, 6/10		
	PIE FILLINGS		
6 cs.	Apple Pie Filling; 6/10		
6 cs.	Cherry Pie Filling; 6/10		
6 cs.	Peach Pie Filling; 6/10		
	CUSTARD		
6 cs.	Custard; instant, vanilla, 6/3 3/4 oz.		
	CEREALS		
6 cs.	Corn Flakes; 12/18 oz.		
5 cs.	Rice Krispies; or equal, 12/13 oz.		
6 cs.	Special K; or equal, 24/7 oz.		
6 cs.	Cream of Rice; or equal, 12/1#		
6 cs.	Cream of Wheat; or equal, 12/1#		
6 cs.	Oatmeal; 8/3#, quick		
6 cs.	Grits; quick, 12/2½#		
	ASSORTED COOKIES & CRACKERS		
6 cs.	Saltine Crackers; 360/cs., 2 pkg.		
12 cs.	Ritz Crackers; or Townhouse, or equal, 300/cs., 2 pkg.		
6 cs.	Premium Bulk Crackers; 6/1#		
2 cs.	Melba Variety; 500/cs., 2/pkg.		
12 cs.	Assorted Bread Sticks; 400/cs., 2/pkg.		
12 cs.	Assorted Cookies; 300/cs.		
12 cs.	Graham Crackers; 180/cs., 2/pkg.		
12 cs.	Vanilla Wafers; 460/cs.		
24 cs.	Fig Bars; 12/14 oz.		
2 cs.	Home Plate Cookies; 500/cs.		
	CANNED VEGETABLES		
8 cs.	Asparagus, cut; grade A or fancy only; canned, 6/10		
12 cs.	Pork 'N Beans; canned, 6/10		
12 cs.	Green Beans; canned, 6/10		
3 cs.	French Style Green Beans; canned, 6/10		
3 cs.	Wax Beans; canned, 6/10		
6 cs.	Beets, Sliced; canned, 6/10		
12 cs.	WK Golden Corn; canned, 6/10		
4 cs.	Golden Cream Style Corn; canned, 6/10		
8 cs.	Sauerkraut; canned, 6/10		
1 cs.	Mixed Vegetables; canned, 6/10		
12 cs.	Blackeyed Peas; canned, 6/10		
6 cs.	Peas; canned, 6/10		
12 cs.	Pimentoes; canned, 24/2½		
6 cs.	Tiny Whole Potatoes; canned, 6/10		
6 cs.	Instant Mashed Potatoes w/Vit. C & Milk; canned, 6/10		
6 cs.	Hashbrown Potatoes; dehydrated, 6/2½		
6 cs.	Sliced Potatoes; dehydrated, 4/5#		
5 cs.	Sweet Potatoes; canned, 6/10		
6 cs.	Whole Tomatoes; canned, 6/10		
6 cs.	Diced Tomatoes; canned, 6/10		
6 cs.	Tomato Sauce; canned, 6/10		

SIGNATURE ____________________

COMMUNITY COORDINATED CHILD CARE

BID SHEETS

EST. QUANTITY	ITEM	UNIT BID	
	CANNED FRUITS		
12 cs.	Applesauce; canned, 6/10		
3 cs.	Apples; sliced, canned, 6/10		
6 cs.	Apricot; halves, canned, 6/10		
1 cs.	Dark Sweet Pitted Cherries; canned, 6/10		
12 cs.	Fruit Cocktail; canned, 6/10		
4 cs.	Mandarin Oranges; grade A or fancy only, canned, 6/10		
12 cs.	Peach Slices; canned, 6/10		
12 cs.	Peach Halves; canned, 6/10		
12 cs.	Pear Halves; canned, 6/10		
6 cs.	Pineapple Slices; canned, 6/10		
6 cs.	Pineapple Tidbits; canned, 6/10		
6 cs.	Pineapple Crushed; canned, 6/10		
6 cs.	Plums; canned, 6/10		
	PUREED FOODS		
2 cs.	Beef; pureed, 12/303		
2 cs.	Chicken; pureed, 12/303		
2 cs.	Green Beans; pureed, 24/303		
2 cs.	Beets; pureed, 24/303		
2 cs.	Carrots; pureed, 24/303		
2 cs.	Peas; pureed, 24/303		
2 cs.	Spinach; pureed, 24/303		
2 cs.	Squash; pureed, 24/303		
2 cs.	Peaches; pureed, 24/303		
2 cs.	Pears; pureed, 24/303		
2 cs.	Apricots; pureed, 24/303		
2 cs.	Applesauce; pureed, 24/303		
	JUICES		
6 cs.	Apple Juice; 12/46 oz.		
6 cs.	Grape Juice; 12/46 oz.		
6 cs.	Grapefruit Juice; 12/46 oz.		
6 cs.	Pineapple Juice; 12/46 oz.		
6 cs.	Cranberry Juice; canned, 12/46 oz.		
12 cs.	Apricot Nectar; canned, 12/46 oz.		
12 cs.	Pear Nectar; canned, 12/46 oz.		
12 cs.	Tomato Juice; canned, 12/46 oz.		
	SEA FOODS		
8 cs.	Pink Salmon; canned, 6/4#		
8 cs.	Light Tuna; canned, 6/4#		
	CANNED SOUPS		
6 cs.	Mushroom Soup; 12/51 oz.		
12 cs.	Tomato Soup; 12/51 oz.		
12 cs.	Vegetable w/Beef Broth; 12/51 oz.		
12 cs.	Chicken Noodle; 12/51 oz.		
	SOUP BASES		
3#	Beef Base; 1/1#		
3#	Chicken Base; 1/1#		

SIGNATURE ______________________

FOOD SPECIFICATIONS

FOR

COMMUNITY COORDINATED CHILD CARE

Description

FROZEN FOODS

Orange Juice; grade A, unsweetened, frozen.

Strawberries; sliced, grade A, Northwest berries preferred, packed 4 plus 1 with sugar, 6½#.

Limas; fordhook, grade A, 97% or better green, 6/2½#.

Broccoli; chopped, grade A, min. 25% head material, 6/2½#.

Broccoli; spears, grade A, fancy, 6/2#.

Brussel Sprouts; all green, uniform size, grade A, medium size, 60-80 ct./pkg., 6/2#.

Carrots; sliced (½" slices), grade A, California, 6/2#.

Cauliflower; grade A, fancy, 1¼"-2" clusters, 6/2#.

Collard Greens; chopped, grade A, fancy, min. 93 score, 6/3#.

Peas and Carrots; grade A, fancy, 52% peas and 48% carrots, 6/2½#.

Spinach; chopped, short stemmed, all green leaves, grade A, 6/3#.

Squash; sliced y.c.n., grade A, 6/3#.

Zucchini; cocozella; sliced (1¼"), grade A, 6/3#.

Turnip Greens; chopped, grade A, 6/3#.

Okra; baby whole, grade A, Clemson variety, 6/3#.

Potatoes; steak cut fries, fancy grade, cut and oil balanced, 6/5#.

Hush Puppies; 1/10# bulk, cornbread and buttermilk base, 1" diameter, 24 ct. per pound.

Waffles; round, made with enriched flour, 96/cs.

French Toast; made with enriched flour, 96/cs.

Buttermilk Biscuits; made with enriched flour, 144/cs.

Pancakes, made with enriched flour, 96/cs.

FOOD SPECIFICATIONS

FOR

COMMUNITY COORDINATED CHILD CARE

Description

Frozen Foods (continued)

Blueberry Muffins; made with enriched flour, 72/cs.

Sugar Cookie Dough; frozen, made with enriched flour, 120/cs.

Peanut Butter Cookie Dough; frozen, made with enriched flour, 120/cs.

Raisin Oatmeal Dough; frozen, made with enriched flour, 120/cs.

Chocolate Chip Cookie Dough; frozen, made with enriched flour, 120/cs.

CONDIMENTS

Margarine; colored, parchment wrapped, 1# prints.

French Dressing; 4/gal., non-separating, paprika base.

Italian Dressing; 4/gal., creamy style, Henri's or equal.

Sweet Pickles; sliced, sweetened liquid, Heinz or equal, 1 gal.

Hamburger Dill Slices; Heinz or equal, 1 gal.

Dill Pickles; Kosher, sliced lengthwise, Heinz or equal, 1 gal.

Sweet Relish; various mixed vegetables besides cucumbers plus sweetening, not chopped, Heinz or equal, 1 gal.

Liquid Shortening; Wesson Oil or equal, pure vegetable oil, corn or cottonseed oil preferred, light straw color, odorless, pleasant taste.

Salad Dressing; not less than 40% oil and egg, 1 gal.

Tartar Sauce; mayonnaise base, pickle relish, broken olives and parsley.

Mustard; grade A, pure mustard seed, 4/gal.

Ketchup; grade A, 6/10#, 33% solids.

Vinegar; cider, 40 grain (4% acid), 4/1 gal.

Vinegar, white distilled, 4/1 gal.

FOOD SPECIFICATIONS
FOR
COMMUNITY COORDINATED CHILD CARE

Description

Condiments (continued)

Waffle Syrup; imitation maple flavor, Wigwam, Staley or equal, 1 gal.

Honey; grade A, strained, Sioux Bee or equal, 1 qt.

Kitchen Bouquet; 1/1 qt.

Worcestershire Sauce; Lea & Perrins or equal, 1 gal.

Nuts; Spanish, 6/44 oz.

Peanut Butter; smooth, Shedds or equal.

Assorted Jelly; U.S. grade A, any fruit or combination of fruits available, NO preservatives, 12/16 oz.

Raisins; grade A, Thompson seedless, unbleached, whole select.

STAPLES

Corn Meal; yellow, degermanated, 25#, Quaker or equal.

Flour; all-purpose, enriched, blend of hard and soft wheat flour, 25# Pillsbury or equal.

Cornstarch; white, choice, edible fed. spec. N-C-54/a, 24/1#.

Sugar; granulated, cane or beet, 25#.

Baking Powder; double acting, 1/10#.

Salt; 24/26 oz., fine, iodized.

Brown Sugar; light (yellow No. 8), cane or beet, 12/2#.

Powdered Sugar; cane or beet, 6X, contains approximately 3% cornstarch, 12/2#.

Great Northern Beans, U.S. No. 1, 25#.

Pinto Beans; U.S. No. 1, 25#.

Spaghetti; long, 100% semolina, 10#, U.S. No. 1.

Macaroni; elbow, 100% semolina, 10#, U.S. No. 1.

FOOD SPECIFICATIONS
FOR
COMMUNITY COORDINATED CHILD CARE

Description

Staples (continued)

Noodles; medium, egg yolk solids 5.5%, 10#, U.S. No. 1.

Rice; converted long grain, 10#, Uncle Ben or equal.

Rice; brown, 10#.

MIXES

Brand: Pillsbury or General Mills or equal.

Brownie
Devils Food Cake
Gingerbread
White Cake
Yellow Cake
Fudge Frosting
White Frosting
Honey Bran Muffin Mix
Nut Bread Mix

SPICES, HERBS

Green Food Coloring; 1 qt.

Red Food Coloring; 1 qt.

Egg Shade Food Coloring; 1 qt.

Vanilla; imitation, single strength, 1 qt. (each gallon shall contain the soluble material from 13 1/3 oz. of vanilla beans and not less than 35% alchohol).

Black Pepper; ground, 1#

White Pepper; ground, 1#.

Chili Powder; 1#.

Cinnamon; ground, 1#.

FOOD SPECIFICATIONS
FOR
COMMUNITY COORDINATED CHILD CARE

Description

Spices, Herbs (continued)

Nutmeg; ground, 1#.

Paprika; 1#.

Poultry Seasoning; 1#.

Cream of Tartar; 24 oz.

Cloves; ground, 1#.

Celery Seeds; whole, 14 oz.

Thyme; ground, 1#.

Sage; leaf, 12 oz.

Oregano; ground, 12 oz.

Allspice; ground, 1#.

GELATINS

Brand: Jello or equal; fortified
Size: 12/24 oz.
Red Flavors: Cherry
Raspberry
Strawberry
Citrus Flavors: Lemon
Lime
Orange
Brand: General Mills or equal
Size: 6-#10
Tapioca pudding
Chocolate pudding
Vanilla pudding

FOOD SPECIFICATIONS

FOR

COMMUNITY COORDINATED CHILD CARE

Description

PIE FILLINGS

Apple; U.S. grade A, fancy, 6-#10, R.T.U.

Cherry; U.S. grade A, fancy, 6-#10, R.T.U.

Peach; U.S. grade A, fancy, 6-#10, R.T.U.

CUSTARD (Instant)

Brand: Delmark or equal

Size: 6/3 3/4 oz.

Vanilla

CEREALS

Corn Flakes; enriched with vitamins and minerals, 12/18 oz.

Rice Krispies; or equal, enriched with vitamins and minerals, 12/13 oz.

Special K; or equal, enriched with vitamins and minerals, 24/7 oz.

Cream of Rice; or equal, quick, enriched, 12/1#.

Cream of Wheat; or equal, quick, enriched, 12/28 or.

Oatmeal; quick, enriched, 8/3#.

Grits; quick, enriched, 12/2½#.

ASSORTED COOKIES AND CRACKERS

Saltines; Keebler, Nabisco, or equal made with enriched flour, 2/pkg.

Ritz or Townhouse Crackers; Keebler, Nabisco, or equal made with enriched flour, 2/pkg.

Saltines; Keebler, Nabisco, or equal, made with enriched flour, premium bulk, 1#/pkg.

FOOD SPECIFICATIONS
FOR
COMMUNITY COORDINATED CHILD CARE

Description

Assorted Cookies and Crackers (continued)

Melba Variety; Keebler, Nabisco, or equal, made with enriched flour, 2/pkg. flavors: plain, garlic, onion, and sesame.

Assorted Bread Sticks; Keebler, Nabisco, or equal, made with enriched flour, 2/pkg., flavors: salted, cheese, garlic, onion.

Assorted Cookies; Keebler, Nabisco, or equal, made with enriched flour, 300 ct./ 100 each of 3 flavors; chocolate chip, sugar cookies and oatmeal spiced with raisins.

Graham Crackers: Keebler, Nabisco, or equal, made with enriched flour, 2/pkg.

Vanilla Wafers; Keebler, Nabisco, or equal, made with enriched flour, bulk.

Fig Bars; Keebler, Nabisco, or equal, made with enriched flour, 1#/pkg.

Home Plate Cookies; Keebler, Nabisco, or equal, made with enriched flour, bulk.

CANNED VEGETABLES

Asparagus; cut spears, green, grade A, min. dr. wt. 64½ oz., 6-#10.

Beans; navy, pork 'n beans, grade B, min. dr. wt. 11 oz., 6-#10, with pork and/or tomato sauce.

Beans; Wisconsin, cut, green, blue lake variety, grade B ext. std., min. dr. wt. 64 oz., 6-#10, #5 sieve.

Beans; french cut, green, blue lake variety, grade A, fancy cut from 4 sieve bean, min. dr. wt. 64 oz., 6-#10.

Beans; Wisconsin, cut, wax, grade A - fancy, min. dr. wt. 59 Oz., 6-#10, #4 sieve.

Beets; medium sliced, grade A, min. dr. wt. 72 oz., 6-#10, size - 2" - 2½".

FOOD SPECIFICATIONS
FOR
COMMUNITY COORDINATED CHILD CARE

Description

Canned Vegetables (continued)

Corn; sweet golden, whole kernel, quick cooked, grade A - fancy, min. dr. wt. 72 oz., 6-#10.

Corn; sweet golden, cream, grade A - fancy, net wt. 106 oz., 6-#10.

Sauerkraut; Wisconsin, shredded or chopped, grade A - fancy, min. dr. wt. 80 oz., 6-#10, not less than 1½% or more than 2½% salt.

Mixed Vegetables; grade A - fancy, fresh pack, 5 variety, 6-#10.

Peas; black-eye, grade A, min. dr. wt. 70 oz., 6-#10.

Peas; allsweet - Wisconsin, grade A - fancy, net wt. 108 oz., 6-#10, #4 sieve.

Pimento; pieces, grade A, min. dr. wt. 4½ oz., 24 - 7 oz.

Potatoes; white, whole, grade A - fancy, min. dr. wt. 75 oz., 6-#10, count 100/120.

Potatoes; mashed with whole milk and vit. C, granulated, 6-#10.

Potatoes; hashbrown, dehydrated, 6/5#.

Potatoes; sliced, dehydrated, 6/5#.

Potatoes; Louisiana golden, cut and whole, sweet, grade B - extra standard, dr. wt. 75 oz., 6-#10.

Tomatoes; California, whole, grade B - choice, 6-#10.

Tomatoes; California, diced, grade B - choice, 6-#10, in juice.

Tomato Sauce; grade A - fancy, 6-#10.

CANNED FRUITS

Applesauce; york preferred, brix 16.50 min., grade A - fancy, nt. wt. 107, 6-#10.

FOOD SPECIFICATIONS

FOR

COMMUNITY COORDINATED CHILD CARE

Description

Canned Fruits (continued)

Apples; blended variety, sliced, without sugar, grade A - fancy, min. dr. wt. 96 oz., 6-#10, 1¼ length.

Apricots; halves - unpeeled, heavy syrup, grade B - choice, 6-#10, count 86 - 108.

Cherries; dark sweet, pitted, heavy syrup, grade B, min. dr. wt. 68 oz., 6-#10, count 275 - 325, brix 20 min.

Fruit Cocktail; grade B - choice, 6-#10, heavy syrup.

Mandarin Oranges; whole sections, grade A - fancy, nt. wt. 110 oz., 6-#10.

Peaches; California - yellow cling, slices, heavy syrup, grade B - choice, min. dr. wt. 66 oz., 6-#10.

Peaches, California - yellow cling, halves, heavy syrup, grade B - choice, min. dr. wt. 68 oz., 6-#10, count 35 - 40.

Pears; Bartlett, halves, heavy syrup, grade B - choice, 6-#10, count 35 - 40.

Pineapple, Hawaiian, slices, heavy syrup - grade A - fancy dr. wt. 70 oz. 6-#10 - NO AFRICIAN OR MEXICAN.

Pineapple; Hawaiian, tidbits, heavy syrup, - fancy, min. dr. wt. 62 oz., 6-#10. NO AFRICAN OR MEXICAN.

Pineapple; Hawiian, crushed, grade B - choice, min. dr. wt. 85 oz., 6-#10. NO AFRICAN OR MEXICAN.

Plums; purple, whole, unpeeled, pitted, heavy syrup, grade B - choice, min. dr. wt. 60 oz., 6-#10, count 60 - 70.

FOOD SPECIFICATIONS

FOR

COMMUNITY COORDINATED CHILD CARE

Description

PUREED FOODS

Beef; pureed, all meat, no additives, min. solid wt. 16.5 oz., net wt. 17.5 oz. 12/303.

Chicken; pureed, all meat, no additives, min. solid wt. 16.5 oz., net wt. 17.5 oz, 12/303

Beans; pureed, green, blue lake variety, grade B, ext. std, min. solid wt. 16.5 oz. net wt., 17.5 oz, 24/303.

Beets; pureed, grade A, without sugar added, min. solid wt. 15 oz. net wt. 16.75 oz, 24/303.

Carrots; pureed, grade A, California, with sugar added, min. solid wt. 16 oz. net wt. 17 oz., 24/303.

Peas; pureed; Wisconsin, grade A - fancy, without sugar added, min. solid wt. 16 oz, net wt. 17 oz.

Spinach; pureed, grade A, min. solid wt. 15 oz., net wt. 16.5 oz., 24/303.

Squash; pureed, grade A, without sugar added, min. solid wt. 16 oz., net wt. 17 oz, 24/303.

Peaches; pureed, California - yellow cling, grade B choice, net wt. 17 oz. 24/303.

Pears; pureed, Bartlett, grade B choice, net wt. 17 oz., 24/303.

Apricots; pureed, grade B choice, net wt. 17 oz., 24/303.

Applesauce; pureed, york preferred brix, 16.50 min, grade A - fancy, Net wt. 17 oz., 24/303.

FOOD SPECIFICATIONS
FOR
COMMUNITY COORDINATED CHILD CARE

Description

JUICES

Apple; unsweetened, grade A, 12/46 oz.

Grape; unsweetened, concord, grade A, 12/46 oz.

Grapefruit; unsweetened, grade A, 12/46 oz.

Pineapple; unsweetened, Hawaiian or Philippine ONLY, grade A, 12/46 oz.

Cranberry; grade A, 12/46 oz.

Apricot Nectar; fancy, grade A, 12/46 oz, brix/acid ratio: 34/1-40/1.

Pear Nectar; fancy, grade A, 12/46 oz., brix/acid ratio: 34/1-40/1.

Tomato; California or Midwest, grade A, 12/46 oz.

SEA FOODS

Tuna Fish, salad style, light meat, chunks, oil pack, 6/4#.

Salmon, Chum, solid pack, 6/4#.

CANNED SOUPS

Brand: Campbells, Heinz or an approved equal.

Size: 50 oz. cans

Cream of Mushroom

Tomato

Vegetable with Beef Broth

Chicken Noodle

SOUP BASES

Beef; not less than 20% fat, not less than 17% MSG and hydrolyzed plant protein, not more than 46% salt, not more than 18% sugar and malto dextric. This product shall not contain any cereal or starch.

FOOD SPECIFICATIONS

FOR

COMMUNITY COORDINATED CHILD CARE

Description

Soup Bases (continued)

Chicken; not less than 40% edible products from cooked chicken, not less than 15% MSG, not more than 31% salt, not more than 15% sugar. This product shall not contain any cereal or starch or preservatives.

Appendix D

FOOD SERVICE EQUIPMENT FORMS

Food Service Equipment Assistance Data Sheet
Application, Claim and Agreement
Kitchen Equipment Specifications

CHILD CARE PROGRAM

FY-79 FOOD SERVICE EQUIPMENT ASSISTANCE DATA SHEET
(Prerequisite to Application)

KY. DEPARTMENT OF EDUCATION

NAME OF SPONSOR ____________________

ADDRESS ____________________

____

CODE NUMBER ____ ____ ____

PHONE ____________________

NAME OF CENTER ____________________

ADDRESS ____________________

____

CONTACT PERSON ____________________

PHONE ____________________ MEMBERSHIP __________

I. Current number of children eligible to receive a free or reduced price meal is __________.

II. Is sponsor able to purchase needed equipment without the aid of Food Service Equipment Assistance funds?

III. List items for which assistance is requested and state why these pieces of equipment are needed.

IV. Will the requested equipment be used to establish ___ the center's food service program?
maintain ___ the center's food service program?
expand ___ the center's food service program?

V. Give a detailed description of the above-mentioned equipment needed to improve and/or provide a food service. (i.e. heavy-duty hot top range)

VI. Does institution wish to apply for "especially needy" status? (see procedural memo for definition)

YES ________ NO ________

VII. What is estimated cost of requested equipment? ____________________

VIII. Draw a sketch of kitchen showing location of present equipment and proposed location of requested equipment.

SIGNATURE OF DIRECTOR ____________________

DATE ____________________

[illegible]NFA-77

KENTUCKY DEPARTMENT OF EDUCATION
Division of Finance for School Food Services

APPLICATION, CLAIM, AND AGREEMENT -- NONFOOD ASSISTANCE CHILD CARE FOOD PROGRAM

CODE NUMBER ______ ______ ______

NAME AND ADDRESS OF SPONSOR (Street and No., City, [illegible] and Zip Code)

Phone Number ______________

2. NAME AND ADDRESS OF SERVICE INSTITUTION (Street and No., City, State and Zip Code)

Phone Number ______________

TYPE OF SERVICE INSTITUTION (Check)
- ☐ Day Care Center
- ☐ Settlement House
- ☐ Recreation Center
- ☐ Other (Specify) ______________

4. AGE GROUP ATTENDING

__________ THRU __________

4. (a) TOTAL ENROLLMENT ______________

4. (b) PERCENT OF ABOVE ELIGIBLE FOR FREE AND REDUCED PRICE MEAL ______________

5. WHERE FOOD IS PREPARED (Check)
- ☐ a. On Premises
- ☐ b. In Central Kitchen
- ☐ c. Combination of a. & b. above

(If food is not prepared on premises, explain in item 16 the system used.)

6. EMPLOYEE DATA

Type Employee	No.	Hrs. Worked Per Day
PAID		
Adults		
Children		
VOLUNTEER		
Adults		
Children		
TOTAL		

7. UTILITIES AVAILABLE (Check)
- ☐ Electricity
- ☐ Natural Gas
- ☐ Bottled Gas
- ☐ Other Sources of Fuel (Specify) ______________

	8. STATUS OF FOOD SERVICE PROGRAMS (Check)		9. STYLE OF SERVICE TO BE PROVIDED (Check)		10. PERIODS OF SERVICE				11. PARTICIPATION DATA OF SERVICE INSTITUTIONS			
									A. With Food Service Programs		B. Without a Food Service Program	
	Operating	Approved But Not Operating	Cafeteria	Family	No. of Serving Periods	Length of each Period	Avg. No. of Meals Per Period	Hours of Service	Current Program	Proposed Program	Current Program	Proposed Program
eakfast											▨	
idmorning Supplement											▨	
nch											▨	
idafternoon Supplement											▨	
[illegible]											▨	
verage Daily Attendance	▨	▨	▨	▨	▨	▨	▨	▨		▨		▨

12. Indicate reason(s) why institution is unable to finance the food service equipment needed.

13. Indicate service institution's plan for financing its share of the total cost of equipment to be purchased or rented. (See Instructions):

14. Summarize plans for use of equipment being purchased (Include plans to assure that equipment is used primarily in connection with child feeding programs:)

CERTIFICATION: I certify that the information in this application is true and correct to the best of my knowledge, and that the [illegible] requested are needed for the equipment listed, and that the equipment acquired with such funds will be used principally to [illegible]tively meet the nutritional needs of the children in the Child Care Food Program.

(DATE) ______________ (TITLE) ______________ (SIGNATURE) ______________

SCFP-MFA-77 (Page 2)

15. Briefly describe space available for preparing and serving meals. (Indicate general location in service institution, approximate square footage, and suitability for purpose for each of the following areas.)

. Receiving

b. Storage - food and nonfood

c. Kitchen

d. Serving

e. Dining

f. Dishwashing

g. Maintenance (garbage and trash etc.)

16. Give any other data you feel is pertinent to this request.

17. Equipment Needed to Provide an Efficient Food Service

							Ky. Dept. Edu. Use Approved for Purchase or Rental		CERTIFICATION OF DELIVERY (Must be completed by sponsor after service provided)			
ITEM (List large and small equipment needed)	SPECIFICATIONS (Make, model, size or capacity, etc.)	No. of Units Needed	Purchase or Rental Cost Per Unit	BID PRICE OR RENTAL COSTS					Date Received	Purchase or Rental Cost (attach invoices)		
				Equipment (Col. 3 x Col. 4)	Other Charges	Total (Col. 5 + Col. 6)	No. of Units	Estimated Value		Equipment	Other	Total (Col. 9 + 1
(1)	(2)	(3)	(4)	(5)	(6)	(7)		($)	(8)	(9)	(10)	(11)
			Total	$	$	$	Total	$	Total	$	$	$

19. Anticipated Dates of Delivery and Installation of Equipment:

20. Is sponsor applying for "especially needy" status?

_______ YES

_______ NO

Kentucky Department of Education Use Only

AUTHORIZATION FOR PURCHASE OR RENTAL

This is to certify that the approved sponsor shall be reimbursed in the amount of $____________ or 75% of the total actual purchase or rental cost (column 9), (unless declared to be especially needy), whichever is the lesser, for the purchase or rental of the items approved by the Kentucky Dept. of Education.

(Date) (Signature)

Director, Division of Finance for School Food Services
Kentucky Department of Education
(Title)

PAYMENT APPROVAL

$____________ approved for payment.

(Signature)

Director, Division of Finance for School Food Services
Kentucky Department of Education
(Title)

(Date)

CERTIFICATION: I hereby certify that the items above have been obtained and installed at the costs noted an are in operation. This is a request for payment.

(Signature)

(Title)

(Date)

KITCHEN EQUIPMENT SPECIFICATIONS

Item #1: Reach-In Storage Refrigerator

Manufacturer: Raetone or approved equal

Model: AR-47-S3 (115V, 60 cycle, single phase)

Dimensions: 58-3/8" x 35-7/8" x 81¼" high

Details: Case front and door of 20 gauge s/s. Case top, back and bottom of galvanized steel. Case ends, coil housing and interior of aluminum.

Refrigerator compartment walls insulated with frothed foam insulation. Door liners molded of reinforced fiberglass.

The refrigerator shall have two (2) doors. Doors are to be "vault-type". Each door is to be hung on two (2) chrome plated hinges. Hinges are to give self-closing action when door is open less than 95°. Door should remain stationary when open 95°. Each door shall have a built-in heavy-duty cylinder lock with a master key.

Refrigerator shall have automatic interior lighting which is controlled by opening and closing doors.

Shelves shall be heavy-duty zinc plated. Adjustable on one (1) inch centers. Pilaster clips are to be of zinc-plated steel.

Refrigerator must be capable of maintaining a temperature of 38°F to 40°F.

Provide 4-year extended compressor warranty, (parts only).

Item #2: Food Waste Disposer

Manufacturer: In-Sink-Erator

Model: SS-200-18C

Details: 2 HP, 208V, 60 cycle, 3 ph AC, with built-in thermal overload. T & S #B-133 pre-rinse.

Grind Chamber shall be s/s. Shredders shall be high carbon, high nickel, high chrome alloy, manual reverse switch.

Item #3: Reach-In Storage Freezer

Manufacturer: Raetone or approved equal

Model: AF-47-S3 (115V, 60 cycle, single phase)

Dimensions: 58-3/8" x 35-7/8" x 81¼" high

Details: Case front and doors of 20 gauge s/s. Case top, back and bottom of galvanized steel. Case ends, coil housing and interior of aluminum.

Freezer compartment walls insulated with frothed foam insulation. Door liners molded of reinforced fiberglass.

The freezer shall have two (2) doors. Doors are to be "vault-type". Each door is to be hung on two (2) chrome plated hinges. Hinges are to give self-closing action when door is opened less than 95°. Door should remain stationary when open 95°. Each door shall have a built-in heavy-duty cylinder lock with a master key.

Freezer shall have automatic interior lighting which is controlled by opening and closing doors.

Shelves shall be heavy-duty zinc-plated. Adjustable on one (1) inch centers. Pilaster clips are to be of zinc plated steel.

Freezer must be capable of maintaining temperature of at least 0°F. Freezer shall have power indicator light. Defrost system shall have a safety temperature control shut-off, if coil temperature becomes excessive.

Provide 4-year extended compressor warranty (parts only).

Item #4: Mixer

Manufacturer: Hobart or approved equal

Model #: A-120T

Description: Mixer shall be three-speed, gear driven, with capacity of 12 quarts. Gear unit and motor to be fully sealed so that no lubrication is required for the life of the mixer. Motor shall be ¼ H.P., one phase, with cord and automatic timer. 115/60/1.

Equipment: Mixer unit, cord and plug, one flat beater, one wire whip, and one 12 quart STAINLESS STEEL bowl.

Item #5: Range

Manufacturer: South Bend or approved equal

Model: 323

Dimensions: 60-3/4" x 32½" x 36 " high to cooking top

Details: Exterior finish shall be s/s. Range top shall be equipped with raised griddle-broiler and six (6) open type hi-speed burners of round, non-clog design. Each burner shall be A.G.A. approved at 20,000 BTU rating for natural gas (17,000 BTU for LP gas). Center-to-center measurements between burners shall be not less than 12" side-to-side or front-to-back. One large tray shall be provided under burners to catch drippings. Smooth polished, steel griddle shall have high raised sides and shall not be less than 24¼" wide x 29-3/4" deep. Griddle-broiler shall be A.G.A. approved at 39,500 BTU rating for natural gas (34,500 BTU for LP gas).

Range oven shall be not less than 26" wide x 26½" deep x 14" high each inside. Oven door lining, rack slides and oven bottom shall be porcelain enameled. Four sides and top of oven shall be insulated with heavy, shelf-supporting, block-type rock wool. Ovens to be A.G.A. approved at 35,000 BTU rating each for Natural and LP gas. Oven thermostat shall be low temperature type designed to maintain oven temperatures as low as 150° when desired. Automatic safety pilot shall be hydraulic type.

Rigid single deck back shelf shall be shipped installed from factory.

Item #6: Soiled Dish Table

Manufacturer: Fabricated

Dimensions: 9' x 30" x 34" high

Details: Constructed of 14 gauge s/s. 8" high back and end splash with 2" return to walls at 45°. Front edge to be 3" high with a 1½" roll edge. Legs to be 1-5/8" o.d. s/s tubing with s/s adjustable feet.

There shall be a 16 gauge s/s storage tier attached under the left end and s/s rack glides welded to the bottom right hand side to hang booster heater.

There shall be a cut out for disposal.

Table shall be attached to dishmachine in an approved manner.

Item #7: Dishwasher

Manufacturer: Hobart or approved equal.

Model: AM-12C

Details: Dishwasher shall be single tank, corner installation, left to right, semi-automatic operation. Doors, tank and wash chamber of 16 gauge stainless steel, heliarc-welded, s/s adjustable legs and feet.

Wash and rinse sprays of stationary upper and lower. s/s spray tubes, individually removable with the use of tools.

Tanks equipped with thermostatic temperature controls and shut-off valve for maintaining proper temperatures. Tank also equipped with low water cut-off protection to prevent operation of machine if tank is empty.

The machine shall be complete with the following heavy-duty all plastic racks:

two (2) peg racks 19-3/4" x 19-3/4"
two (2) combination racks 19-3/4" x 19-3/4"

Dishmachine is to have electric tank heat. 208V, 60 cycle, single phase.

Appendix E

SAMPLE NUTRITION EDUCATION MODULE

PREFACE

The following lesson plans are intended as examples of topics which may be covered in classes for food service personnel in day care centers. The lessons are written using a very general format to allow for flexibility in implementation based on the needs of the centers and educational levels served. The major points for each lesson have been concentrated to provide exposure to a variety of important topics and are not intended to be exhaustive in scope or content.

IN-SERVICE EDUCATIONAL PROGRAM RECORD

Institution: ______________________________ **Date:** ______________

Subject: ____

Instructor: ___________________________ **Title:** ________________

Resources: ____

____

Publications: ____

____

Audio-Visual Aids: ____

____

Handouts: ____

____

Lengths of Program: ____

Comments and Evaluation:

PERSONNEL ATTENDING	JOB TITLE	CENTER
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		
25.		
26.		
27.		

INSTRUCTOR'S SIGNATURE ____________

UNIT ONE

PRE AND POST TEST

Name ________________________________

Experience in Food Service ______________________________

____

____

Educational Background ______________________________

____

____

1. Circle the foods below which contain carbohydrates:

apple
bread
steak
margarine
spinach
cereal
chicken
orange
cake

2. What is the main function of carbohydrates? Circle the correct answer:

   a. builds and repairs tissues
   b. energy
   c. protection from infection

3. Circle the problems below that can be related to the use of too much sugar.

overweight
inactivity
ulcers
dental caries
colds
underweight

4. Circle the foods below that contain saturated fats and high levels of cholesterol.

beef
safflower oil
chicken
butter
pork
coconut oil

5. Circle below the most correct definition of essential fatty acids:

   a. The body can make all the essential fatty acids needed, none must be supplied by food.

b. The body can make some of the essential fatty acids needed, only some must be supplied by food.

c. The body cannot make any of the essential fatty acids, all must be supplied by food.

6. Circle the problems below that can be associated with the use of too much saturated fat:

atherosclerosis
kidney disease
ulcers
anemia
overweight
gallbladder disease

7. Circle the proteins below that are considered to be complete proteins:

gelatin
beef
chicken
pinto beans
fish
peanut butter
eggs
soy beans
pork

8. Circle the two amino acids below which are essential for growth in children:

arginine
leucine
methionine
phenylalanine
histidine
isoleucine
valine
threonine
tryptophan
lysine

9. Circle the problem below that can be associated with the need for more complete protein.

anemia
night blindness
scurvy
kwashiorkor
acne
rickets

10. Define Nutrition.

____

____

____

____

11. The most important contribution of fruit in the diet is its

a. vitamin content
b. high calorie value
c. satiety value
d. acid reaction

12. A deficiency in niacin will produce

a. anemia
b. tetany
c. pellagra
d. scurvy

13. The one of the following vitamins which is more absolutely essential for building strong bones and teeth than the other vitamins is

a. vitamin C
b. vitamin D
c. vitamin G
d. vitamin E

14. The best source for vitamin C is

a. fresh fruits
b. lean meats
c. sugars
d. raw rice

15. The disease known as rickets can most readily be cured by including in the diet sufficient quantities of

a. fresh vegetables
b. milk
c. codliver oil
d. extracts of dried figs

UNIT ONE

Lesson One

Unit Title: Functions of Food and Its Relationship to Health

Title: Carbohydrates, Fats, and Proteins

Major Concept: Proteins, fats, and carbohydrates are major nutrients essential for proper body functioning and health maintenance.

Objectives: The student will:

- define nutrition
- summarize the major functions of food in the body
- explain the functions of proteins, fats, and carbohydrates
- evaluate problems relating to improper intake of the nutrients, protein, fat and carbohydrate
- list some common food sources of proteins, fats, and carbohydrates

Lesson Introduction

What is nutrition? What are three ways food functions in the body? Which foods would you eat to fulfill these functions? What does RDA mean?

Concepts	Learning Experiences
Several common forms of carbohydrates exist	Define and discuss the common forms of carbohydrates (sugar, starches, cellulose) Summarize the uses of each form in the body (energy, nourishment, roughage) Explain fiber and evaluate its role in body functions Review handout on carbohydrate sources

Carbohydrate functions primarily as a source of energy for the body	Discuss briefly the breakdown of carbohydrates into glucose to provide energy
	Outline the storage forms of glucose in the body (liver and muscles, glycogen, adipose)
	Summarize carbohydrate digestion and absorption in the body
Carbohydrate is an essential nutrient	Define protein-sparing action
	Compare the B-vitamin content of enriched and whole-grain carbohydrates to that of unenriched bread using bread labels
	List other advantages of carbohydrates in the diet (cost, wide distribution, palatability)
Fats vary in composition	Review handout on sources of fat
	Define fatty acid, saturated, and unsaturated fats
Fats have numerous functions in the body	Define cholesterol and polyunsaturated fats
	Explain the functions of fat in the body (energy, flavor, satiety, carrier for fat-soluble vitamins, essential fatty acids, etc.)
Fats contain elements essential for the body	Define essential fatty acids and list the essential fatty acids
	Summarize the health problems associated with the lack of essential fatty acids (poor growth, dry skin)

A relationship exists between fatty acids, cholesterol, and coronary heart disease (CHD)	Define atherosclerosis
	Elaborate on the role of cholesterol in the etiology of CHD
	Explain the chart on cholesterol and CHD
Proteins have important functions in the body	Elaborate on the functions of protein
Proteins are made of amino acids	Define amino acids necessary in the diet and determine which are essential for growth in children
Proteins may be complete or incomplete	Define complete and incomplete proteins and their food sources
	Review handout on sources of complete and incomplete proteins
	Present film, "Food - the Color of Life"

Summary: Proteins, fats, and carbohydrates play essential roles in proper body maintenance. Their functions vary and all are necessary to maintain normal health.

SUPPLEMENTARY READINGS

1. Bogert, Jean L.: *Nutrition and Physical Fitness*. 8th Ed., Philadelphia, W.B. Saunders Company, 1967.
2. Fomon, Samuel J.: *Infant Nutrition*. 2nd Ed., Philadelphia, W.B. Saunders Company, 1974.
3. Kagan, J. and Yarbrough, C.: Relations between nutrition and cognition in rural Guatemala. American Journal of Public Health, 67:233, 1977.
4. Mayer, Jean: *A Diet for Living*. New York, Pocket Books, 1977.
5. Popkin, B. and Fomon, F.S.: Income, time, the working mother and child nutrition. J. of Tropical Ped. and Environmental Child Health, 22:156, 1976.
6. Robinson, Corinne, H.: *Normal and Therapeutic Nutrition*. 13th Ed., New York, Macmillan, 1972.
7. Williams, Sue R.: *Nutrition and Diet Therapy*. 2nd Ed., New York, C.V. Mosby, 1973.

FILMSTRIPS AND FILMS

For Adults

1. *Food - The Color of Life*. 16 mm, 22½ minutes, color, sound. Dairy and Food Nutrition Council. Free
2. *Food For Life: The Basic Four - Meat*. Filmstrip, 17 minutes, color, sound. Tupperware Educational Services.
3. *Food For Life: The Basic Four - Milk*. Filmstrip, 13 minutes, color, sound. Tupperware Educational Services.
4. *You Are What You Eat*. Filmstrip, color, sound. Dosix Audio Visual Productions.

For Children

1. *The Nutrient Express*. Filmstrip, 11 minutes, color, sound. The Polished Apple.

HANDOUTS

1. Chart on Sources of Carbohydrates
2. Chart on Sources of Protein
3. Chart on Sources of Fat

UNIT ONE

Lesson Two

Unit Title: Functions of Food and Its Relationship to Health

Title: Why the Body Needs Vitamins, Minerals, and Water

Major Concept: Vitamins, minerals, and water are major nutrients essential for proper body functioning and health maintenance.

Objectives: The student will:

- discuss the general function of minerals, vitamins, and water in the body
- name the basic minerals used by the body and discuss the functions, food sources, and related deficiency states for each
- classify the basic fat and water-soluble vitamins and elaborate on the functions, food sources, and related deficiency states for each
- discuss the function of water in the diet

Lesson Introduction
(Administer pre-test)

Can you name some common minerals we need? Does our body manufacture them? How many vitamins can you name? Are they essential? Why do we need water? These are some of the questions we will discuss today.

Concepts	Learning Experiences
Minerals regulate vital life processes	Name some functions of minerals (maintenance of nerve and muscle irritability, maintenance of osmotic pressure)
Minerals are classed as macronutrients and micronutrients	List the macronutrients (calcium, phosphorus, iron, sulfur, magnesium, sodium, potassium, chloride)

	List the micronutrients (iodine, copper, cobalt, manganese, fluorine, zinc) Name the three elements most often missing in the diet (calcium, iron, iodine) Refer to handout on minerals as a reference
Calcium provides a vital function in bone structure	Discuss function of calcium in bone formation and increased needs during growth, pregnancy, and lactation Explain why the diet must include more calcium than the body actually utilizes Specify the need for vitamin D List sources of calcium (milk, milk products, dark green leafy vegetables, sardines)
Calcium deficiency states may result if calcium intake is low	Define rickets, osteomalacia, and tetany Elaborate on deficiency symptoms of each
Iron is vital in oxygen transfer	Explain the role of iron (transfer of oxygen from lungs to the tissues via the blood) Elaborate on why the diet must include more iron than the body actually utilizes Specify the need for vitamin C List sources of iron (liver, lean meat, egg yolks, leafy green vegetables, enriched breads and cereals)

Deficiency states may result if iron intake is low	Define anemia Discuss iron deficiency in infants Summarize causes for iron deficiency (blood loss, inadequate ingestion of iron)
Fluorine is essential for teeth	Elaborate on the function of fluorine in the body (tooth enamel formation and dental caries prevention) List two main sources of fluorine (water with fluorine added, seafood) Summarize deficiency symptoms (poor teeth, dental caries) State result of excess fluorine ingestion
Iodine is necessary for proper body metabolism	Explain the role of iodine and name its storage location List two sources of iodine (iodized salt, seafood) Define goiter and discuss its relationship to iodine deficiency Review map of goiter belt
Vitamins serve important functions in the body	List the function of vitamins (regulate metabolism, help convert fat and carbohydrates into energy, assist in forming bones and teeth)
Vitamins are classified on their solubility	Differentiate between fat-soluble (A,D,E,K) and water-soluble vitamins (B-complex and C) Define RDA Discuss fate of vitamins taken in excess

	Elaborate on stability of fat and water-soluble vitamins in cooking
Vitamin A has varied functions	List and explain the main functions of vitamin A (growth and development, night vision, epithelial integrity) Discuss some common sources of vitamin A (liver, margarine, egg yolk, dark green and yellow vegetables)
Excess vitamin A results in toxicity and too little produces deficiency symptoms	Elaborate on deficiency states (night blindness, epithelial changes of skin and eyes) Compare to toxic effects of vitamin A overdose (stunts growth, one leg is shorter, loss of appetite, double vision skin rashes)
Vitamin D is important in formation of bones and teeth	Explain role of vitamin D in formation of bones and teeth List sources of vitamin D (exposure to sun, milk, butter, cream, egg yolks, liver)
Excess vitamin D results in toxicity	Explain symptoms of excess vitamin D (excessive calcification of bones, kidney stones; in infants, gastrointestinal upsets and retarded growth)
Vitamin C has several functions in the body	Summarize four functions for vitamin C (growth, formation of teeth and bones, enhance iron absorption, and promotes wound healing) List some common food sources of vitamin C (citrus fruits, raw leafy vegetables, tomatoes, strawberries, cantaloupe)

Deficiency state may result if Vitamin C intake is low	Define scurvy and elaborate on its symptoms (hemorrhage, bleeding gums, loosening of teeth, failure of fractures and wounds to heal)
Water is an essential nutrient	Summarize the major function of water in the body (regulate body temperature, constituent of tissues and cells, aid to intestinal elimination, transport nutrients)
	Administer post-test

Summary: In addition to the carbohydrates, proteins, and fats we discussed last time, vitamins, minerals, and water are essential nutrients. Each plays a vital role in the body and must be eaten in the diet to maintain normal body functioning.

SUPPLEMENTARY READINGS

1. Bogart, Jean L.: Nutrition and Physical Fitness. 8th Ed., Philadelphia, W.B. Saunders Company, 1967.
2. Robinson, Corinne, H.: Normal and Therapeutic Nutrition. 13th Ed., New York, Macmillan, 1972.
3. Williams, Sue R.: Nutrition and Diet Therapy. 2nd Ed., New York, C.V. Mosley, 1973.

FILMSTRIPS AND FILMS

For Adults

1. Feeding Young Children. filmstrip, color, sound. Dosix Audio Visual Productions.
2. Food for Life: The Basic Four - Fruits and Vegetables. filmstrip, 13 minutes, color, sound. Tupperware Educational Services.
3. Food For Life: The Basic Four - Breads and Cereals. filmstrip, 13 minutes, color, sound. Tupperware Educational Services.
4. Food For Life. 16 mm, 22 minutes, color, sound. National Dairy Council. Free
5. Nutrition Basics: Nutrition - The Individual. filmstrip, color, sound. Butterick Publishing.
6. You are What You Eat. filmstrip, 10 minutes, color, sound. Dosix Audio Visual Productions.

For Children

1. George Gorge and Nicky Persnicky. filmstrip, 12 minutes, sound, color. The Polished Apple.

HANDOUTS

1. Map of goiter belt.
2. Chart on vitamins and minerals.